



Department of
**Environment &
Conservation**

TDEC ARP GMS User Guide

August 2023

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Accessing GMS

Accessing GMS

Step 1: Navigate to the [TDEC Grants Management System](#) (SmartSimple).

Step 2: Enter login credentials and click “Login”. The **My Applications** pane will open upon login.

Tip: *If accessing the system for the first time, you will need to register. Click on the “Register here” button on the bottom left corner and see [registration tutorial video](#) for additional support.*

The screenshot shows the TDEC Grants Management System login page. At the top left is the TN Department of Environment & Conservation logo. The main heading is "TDEC Grants Management System". Below it is a welcome message: "Welcome to the TDEC Online Grants Management System! We are excited to offer a more streamlined and easier way to submit applications and grants management for funded projects." There are three main sections: "How to Use the System" with a paragraph about registration and login, "New to the system?" with a "Register here" button and a link to a "How to Register Tutorial Video", and a "Login" section on the right. The "Login" section has a "Step 1" indicator above an "Email:" field with a text input box labeled "Enter Email". Below that is a "Password:" field with a text input box labeled "Enter Password". A "Step 2" indicator is above a large "Login" button. At the bottom of the login section are links for "Forgot Password?", "How to Reset Your Password Video Tutorial", and "To learn more about us click here".

GMS Procurement Approval Request Process

GMS Process for Requesting Procurement Approval

Step 1: Once logged in; Navigate to the **My Applications** tab and click the **Active** tab. Then, identify the grant associated with the procurement activity.

Step 2: Select the application and click **“View”** to open the grant landing page.

Step 1

Step 2

#	Application ID	Activity Type	Organization	Status	Last Modified
8	2022-8366	DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program	Sunshine, City of	Approved	06/27/2023 03:53PM
9	2019-4854	RES Planning Grant	Sunshine, City of	Approved	06/13/2023 09:12AM

GMS Procurement Process: Manage Procurements Tab

Step 3: Navigate to the **Manage Procurements** tab. The **Projects** from the application are set and can be selected to start the procurement process.

Step 4: Select a project from the established list, to create a procurement activity. Hit **Create Procurement** button. (The **Procurement Activity** landing page will then open on the screen.)

2022-8899 ()

How to Create New Activity

Application Status: Approved Application Type: DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program

Step 3

MANAGE PROCUREMENTS

PURPOSE AND OVERVIEW TIMELINE, ELIGIBILITY & FUNDING SELECTION CRITERIA RESOURCES AND CONTACT TITLE VI COMPLIANCE GENERAL INFORMATION BUDGET AND ATTACHMENTS GENERAL PROPOSAL INFO

Projects

Procurements can be entered as needed for each project by clicking the Create Procurement button next to the corresponding project.

Step 4

#	Project ID	Project Name	Status	Total Amount	Total Committed	Total Paid	Total Remaining
1	DW-IP-1	Project 1	Submitted	\$100,000.00	\$0.00	\$0.00	\$100,000.00
2	WW-IPD-1	Waste Water Project 1	Submitted	\$500,000.00	\$0.00	\$0.00	\$500,000.00
				\$600,000.00	\$0.00	\$0.00	\$600,000.00

Procurements

Project ID	Item or Service Procured	Name of Company/Organization Recommended for Awarded	Procurement UID	Activity Type	Status	Budget Amount	Committed Amount	Paid Amount	Remaining Amount
DW-IP-1	Concrete	Concrete Co.	2022-8899-DW-IP-1-PRO33566016	Procurement	Approved	\$100,000.00	\$0.00	\$0.00	\$100,000.00
WW-IPD-1	Water Tower	Water Inc.	2022-8899-WW-IPD-1-PRO33566098	Procurement	Approved	\$500,000.00	\$0.00	\$0.00	\$500,000.00
DW-IP-1	Water Tower	Drinking Water Company	2022-8899-DW-IP-1-PRO33612276	Procurement	Submitted	\$12,000.00			\$12,000.00

Save Draft

Note: Once a procurement activity is created it will appear at the bottom of this tab

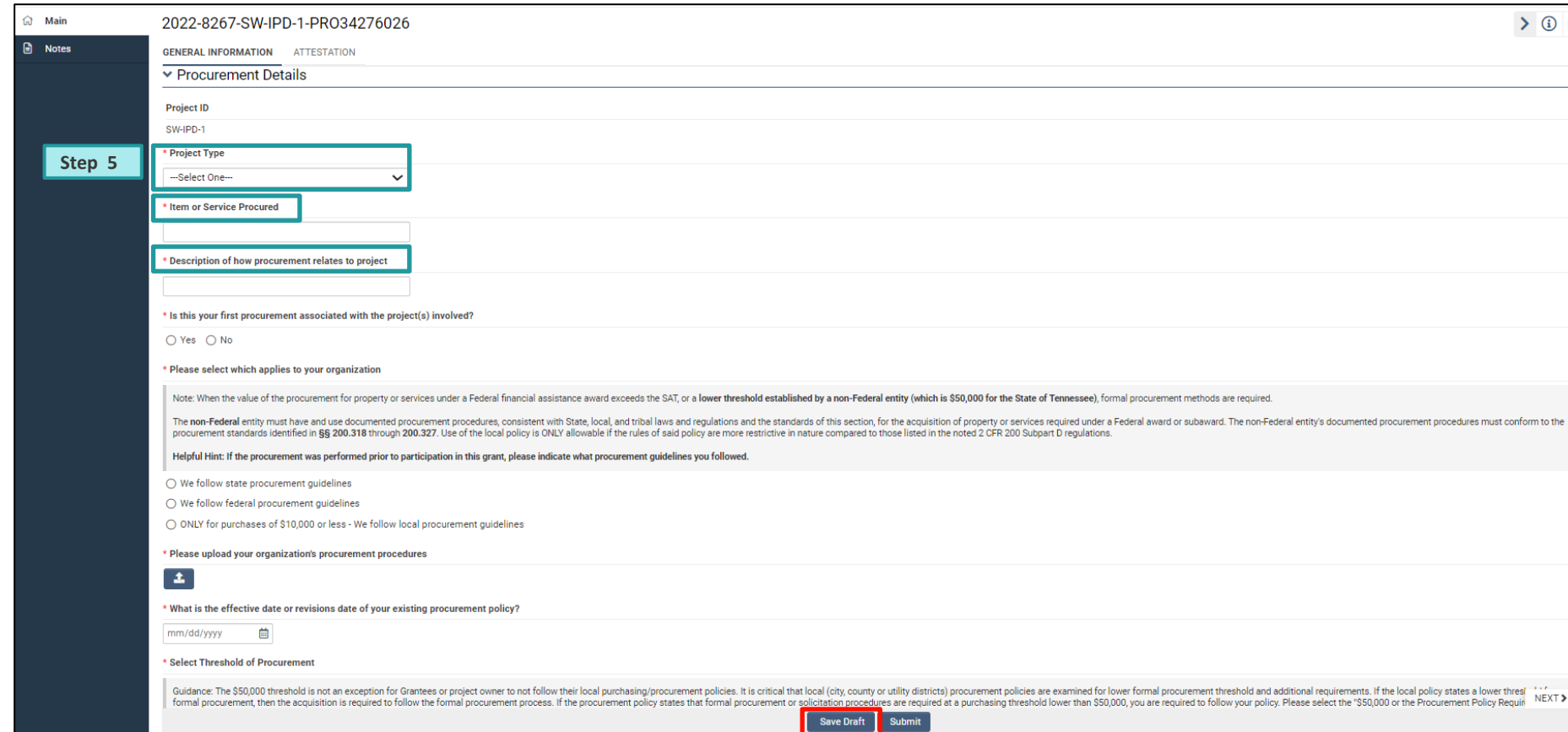
GMS Procurement Process: General Information Tab

Note: In this section, fields marked with a red asterisk (*) are required in order to submit for review.

Step 5: Start by completing the following items within the **General Information Tab**:

- **Actual** project type
- Item or Service Procured
- Description of how procurement relates to the project

Tip: Be sure to frequently click **"Save Draft"** to ensure progress is not lost



The screenshot displays the 'General Information' tab for a procurement process. The interface includes a sidebar with 'Main' and 'Notes' tabs, and a 'Step 5' indicator. The main content area is titled '2022-8267-SW-IPD-1-PRO34276026' and contains the following fields:

- Project ID:** SW-IPD-1
- * Project Type:** A dropdown menu with '--Select One--' and a downward arrow.
- * Item or Service Procured:** A text input field.
- * Description of how procurement relates to project:** A text input field.
- * Is this your first procurement associated with the project(s) involved?** Radio buttons for 'Yes' and 'No'.
- * Please select which applies to your organization:** A section with a note about procurement thresholds and three radio button options: 'We follow state procurement guidelines', 'We follow federal procurement guidelines', and 'ONLY for purchases of \$10,000 or less - We follow local procurement guidelines'.
- * Please upload your organization's procurement procedures:** A button with an upload icon.
- * What is the effective date or revisions date of your existing procurement policy?** A date input field with a calendar icon.
- * Select Threshold of Procurement:** A section with a detailed guidance note and a 'NEXT' button.

At the bottom right, there are two buttons: 'Save Draft' (highlighted with a red box) and 'Submit'.

GMS Procurement Process: General Information Tab Cont.

Step 6: Next, complete the following items within the **General Information Tab**:

- Is this your first procurement associated with the project(s) involved?
- Select which applies to your organization
- Upload your organization's procurement procedures
- What is the effective date or revisions date of your existing procurement policy?

The screenshot shows the 'General Information' tab for a procurement process. The form is titled '2022-8267-SW-IPD-1-PRO34276026'. The 'GENERAL INFORMATION' tab is selected, and the 'Procurement Details' section is expanded. The form contains the following fields and sections:

- Project ID:** SW-IPD-1
- Project Type:** A dropdown menu with '--Select One--' selected.
- Item or Service Procured:** A text input field.
- Description of how procurement relates to project:** A text input field.
- * Is this your first procurement associated with the project(s) involved?** A radio button group with 'Yes' and 'No' options.
- * Please select which applies to your organization** A section with a note: 'Note: When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity (which is \$50,000 for the State of Tennessee), formal procurement methods are required. The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.318 through 200.327. Use of the local policy is ONLY allowable if the rules of said policy are more restrictive in nature compared to those listed in the noted 2 CFR 200 Subpart D regulations. Helpful Hint: If the procurement was performed prior to participation in this grant, please indicate what procurement guidelines you followed.' Below the note are three radio button options: 'We follow state procurement guidelines', 'We follow federal procurement guidelines', and 'ONLY for purchases of \$10,000 or less - We follow local procurement guidelines'.
- * Please upload your organization's procurement procedures** A section with a file upload button.
- * What is the effective date or revisions date of your existing procurement policy?** A date input field with a calendar icon.
- * Select Threshold of Procurement** A section with a text input field and a 'NEXT' button.

At the bottom of the form, there are two buttons: 'Save Draft' and 'Submit'.

GMS Procurement Process: General Information Tab Cont.

Step 7: Continue to complete the mandatory items within the **General Information Tab - Select Threshold of Procurement.**

Depending on selection, a new dropdown of questions will appear, and additional tabs will populate specific to the procurement threshold.

Tip: *If your organizational procurement procedures indicate a formal procurement process is needed, select the option “**Greater than \$50,000 or the Procurement Policy Requires Formal Solicitation Process**”.*

The screenshot shows the 'General Information' tab for a procurement process with ID 2022-8267-SW-IPD-1-PRO34276026. The interface includes a sidebar with 'Main' and 'Notes' tabs, and a 'Step 7' indicator. The main content area has two sub-tabs: 'GENERAL INFORMATION' and 'ATTESTATION'. Under 'GENERAL INFORMATION', there is a section titled 'Select Threshold of Procurement' which includes a guidance box and three radio button options. Below this is a section for 'Procurement Threshold (<= \$10,000)' with input fields for 'Enter amount of purchase' and 'Name of Vendor/Supplier'. A note specifies that this section is only for purchases below \$10,000. At the bottom, there are fields for 'Additional Comments' and 'Comments from Reviewer for General Information Tab (view only)', along with 'Save Draft' and 'Submit' buttons.

2022-8267-SW-IPD-1-PRO34276026

GENERAL INFORMATION ATTESTATION

What is the effective date or revisions date of your existing procurement policy?

mm/dd/yyyy

Select Threshold of Procurement

Guidance: The \$50,000 threshold is not an exception for Grantees or project owner to not follow their local purchasing/procurement policies. It is critical that local (city, county or utility districts) procurement policies are examined for lower formal procurement threshold and additional requirements. If the local policy states a lower threshold for a formal procurement, then the acquisition is required to follow the formal procurement process. If the procurement policy states that formal procurement or solicitation procedures are required at a purchasing threshold lower than \$50,000, you are required to follow your policy. Please select the "\$50,000 or the Procurement Policy Requires Formal Solicitation Process" option below.

☒ Less than or equal to \$10,000

☐ Greater than \$10,000 and less than or equal to \$50,000

☐ Greater than \$50,000 or the Procurement Policy Requires Formal Solicitation Process

Procurement Threshold (<= \$10,000)

Enter amount of purchase

Name of Vendor/Supplier

Based on the applicable procurement guidelines, upload the required procurement documentation.

This section is only for purchases below \$10,000

Note: Purchase of supplies and services below the small purchase authority threshold, currently set at \$10,000, is not required to be solicited competitively. This means that no procurement package is required to make purchases less than \$10,000 and no quotes are required.

Additional Comments

Comments from Reviewer for General Information Tab (view only)

Save Draft Submit

NEXT >

GMS Procurement Process: Stages of Procurement


- **Pre-Bid:** In this stage, prior to posting the solicitation, TDEC will review and confirm all pre-bid documents which includes the Bid or Proposal supplemental information, advertisement, and procurement policies.
- **Pre-Award:** In this stage, prior to awarding a contract to a vendor, but after received responses are evaluated, TDEC will review the formal procurement activity. For projects not yet started, this stage will result in an Authority to Award (ATA).
- **Awarded Contract:** In this stage, after a contract has been executed, TDEC will review and provide final approval of the executed contract. Once approval is received, the grantee may submit reimbursements for the approved procurement.

GMS Procurement Process: Thresholds of Procurement

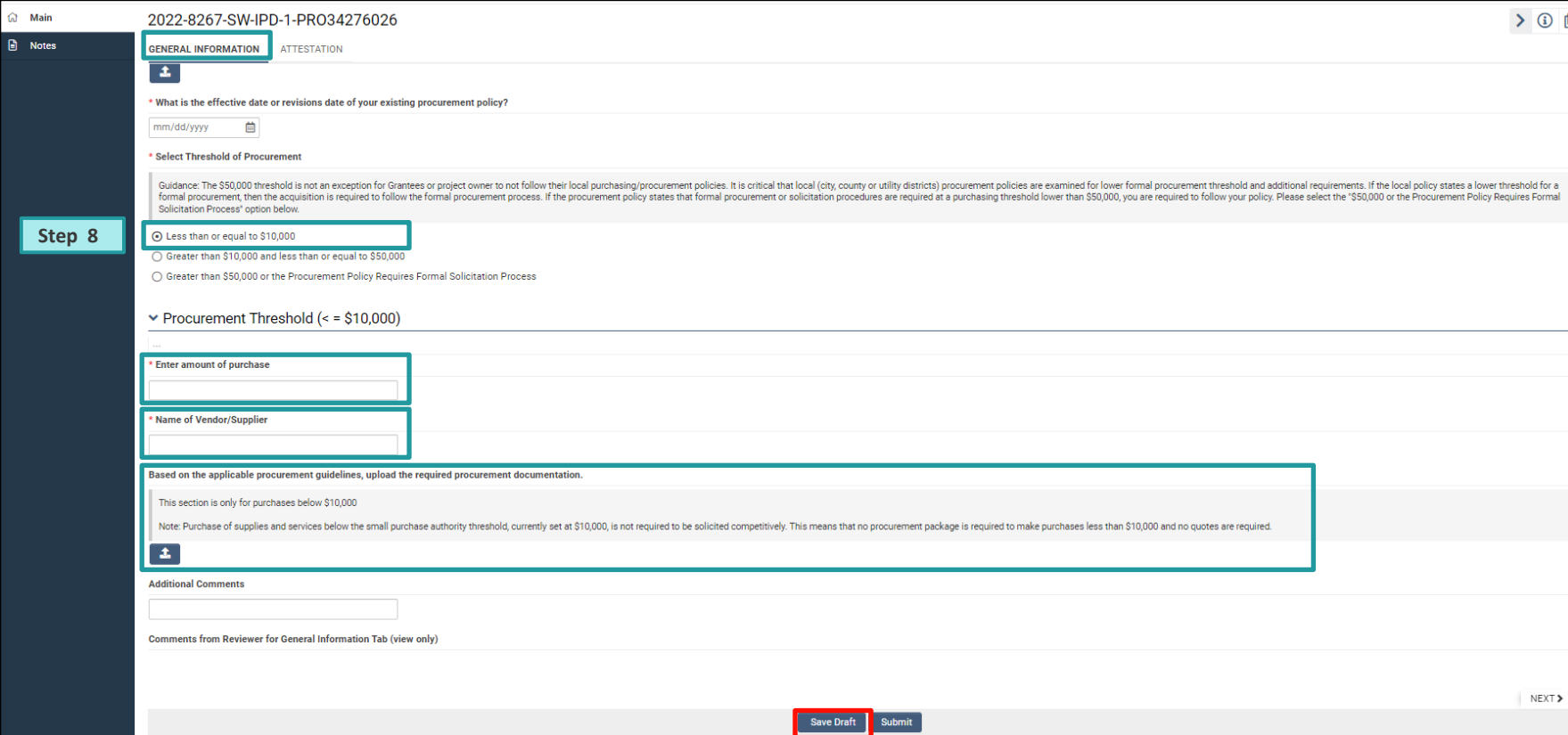
- For additional instructions on completing the procurement activity associated with the procurement threshold “**Less than or equal to \$10,000**” see **steps 8-11** on [slides 13-14](#)
- For additional instructions on completing the procurement activity associated with the procurement threshold “**Greater than \$10,000 and less than or equal to \$50,000**” see **steps 12-22** on [slides 15-19](#)
- For additional instructions on completing the procurement activity associated with the procurement threshold “**Greater than \$50,000 or the Procurement Policy Requires Formal Solicitation Process**” see **steps 23-51** on [slides 20-35](#)

Procurement Threshold ($\leq \$10,000$): General Information Tab


Step 8: If the procurement threshold “**Less than or equal to \$10,000**” is selected, enter the requested details in the corresponding fields:

- Enter amount of purchase
- Name of Vendor/Supplier
- Upload () the required procurement documentation

Tip: Be sure to frequently click “**Save Draft**” to ensure progress is not lost.



The screenshot displays the 'GENERAL INFORMATION' tab for a procurement process with ID 2022-8267-SW-IPD-1-PRO34276026. The interface includes a sidebar with 'Main' and 'Notes' tabs, and a 'Step 8' indicator. The main content area contains the following fields and sections:

- GENERAL INFORMATION** (selected tab) and **ATTESTATION** (inactive tab).
- What is the effective date or revisions date of your existing procurement policy?** (mm/dd/yyyy).
- Select Threshold of Procurement** (Guidance: The \$50,000 threshold is not an exception for Grantees or project owner to not follow their local purchasing/procurement policies. It is critical that local (city, county or utility districts) procurement policies are examined for lower formal procurement threshold and additional requirements. If the local policy states a lower threshold for a formal procurement, then the acquisition is required to follow the formal procurement process. If the procurement policy states that formal procurement or solicitation procedures are required at a purchasing threshold lower than \$50,000, you are required to follow your policy. Please select the "50,000 or the Procurement Policy Requires Formal Solicitation Process" option below.)
 - ☒ Less than or equal to \$10,000
 - ☐ Greater than \$10,000 and less than or equal to \$50,000
 - ☐ Greater than \$50,000 or the Procurement Policy Requires Formal Solicitation Process
- Procurement Threshold ($\leq \$10,000$)**
 - Enter amount of purchase** (text input field)
 - Name of Vendor/Supplier** (text input field)
- Based on the applicable procurement guidelines, upload the required procurement documentation.**
 - This section is only for purchases below \$10,000
 - Note: Purchase of supplies and services below the small purchase authority threshold, currently set at \$10,000, is not required to be solicited competitively. This means that no procurement package is required to make purchases less than \$10,000 and no quotes are required.
 - Upload button ()
- Additional Comments** (text input field)
- Comments from Reviewer for General Information Tab (view only)**
- Save Draft** (button) and **Submit** (button)
- NEXT >** (button)

Procurement Threshold (\leq \$10,000): Attestation Tab

Step 9: Navigate to the **Attestation** tab.

Step 10: Review and check off the **Attestation** to acknowledge understanding. **Sign** and **Date** accordingly.

Step 11: Click **Save Draft** and then click **Submit**.

The input of procurement details is now complete!

Note: The TDEC team will review the submission and provide approval. Once approval is received, the grantee may submit reimbursements for the approved procurement.

Main

2022-8267-SW-IPD-1-PRO34276026

Project > Activity

Download Form Summary

Relevant File(s):

After inputting the information below please click SAVE DRAFT.

GENERAL INFORMATION ATTESTATION

Attestation Items with a * are required to be completed before signing and submitting the procurement package for review. If these items are not completed, you will receive an alert that the submission is incomplete.

Procurement Threshold Attestation (\leq \$10,000)

☐ * I confirm this purchase complies with applicable local, state and/or federal policies and procedures

* Subrecipient Signature

* Date

mm/dd/yyyy


BACK

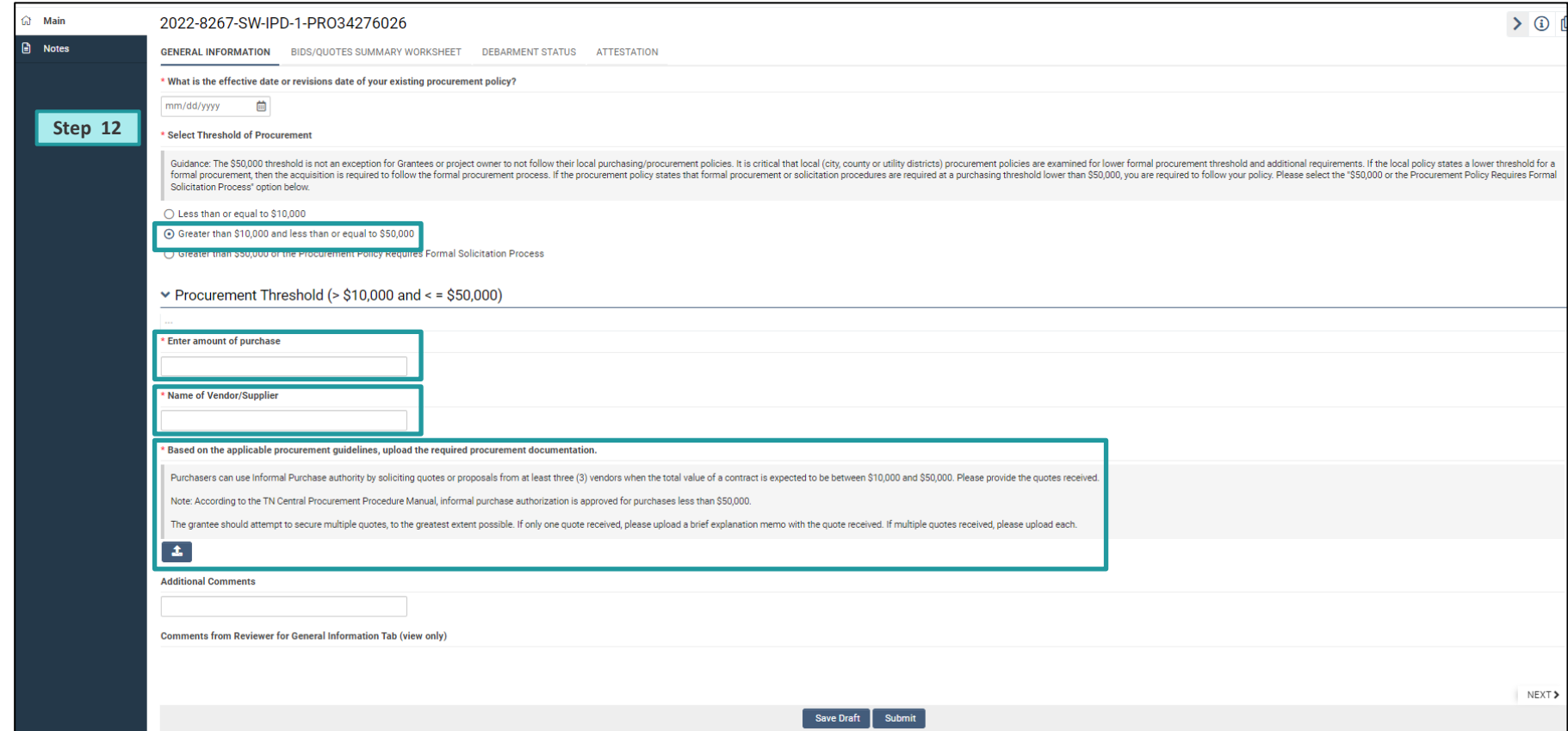
Step 11

Save Draft Submit

Procurement Threshold (>\$10,000 or ≤ \$50,000): General Information Tab

Step 12: If the procurement threshold **“Greater than \$10,000 and less than or equal to \$50,000”** is selected, enter the requested details in the corresponding fields:

- Enter amount of purchase
- Name of Vendor/Supplier
- Upload () the required procurement documentation



2022-8267-SW-IPD-1-PRO34276026

GENERAL INFORMATION | BIDS/QUOTES SUMMARY WORKSHEET | DEBARMENT STATUS | ATTESTATION

* What is the effective date or revisions date of your existing procurement policy?

mm/dd/yyyy

* Select Threshold of Procurement

Guidance: The \$50,000 threshold is not an exception for Grantees or project owner to not follow their local purchasing/procurement policies. It is critical that local (city, county or utility districts) procurement policies are examined for lower formal procurement threshold and additional requirements. If the local policy states a lower threshold for a formal procurement, then the acquisition is required to follow the formal procurement process. If the procurement policy states that formal procurement or solicitation procedures are required at a purchasing threshold lower than \$50,000, you are required to follow your policy. Please select the "≤\$50,000 or the Procurement Policy Requires Formal Solicitation Process" option below.

☐ Less than or equal to \$10,000

☒ Greater than \$10,000 and less than or equal to \$50,000

☐ Greater than \$50,000 or the Procurement Policy Requires Formal Solicitation Process

▼ Procurement Threshold (> \$10,000 and ≤ \$50,000)

* Enter amount of purchase

* Name of Vendor/Supplier

* Based on the applicable procurement guidelines, upload the required procurement documentation.

Purchasers can use Informal Purchase authority by soliciting quotes or proposals from at least three (3) vendors when the total value of a contract is expected to be between \$10,000 and \$50,000. Please provide the quotes received.

Note: According to the TN Central Procurement Procedure Manual, informal purchase authorization is approved for purchases less than \$50,000.

The grantee should attempt to secure multiple quotes, to the greatest extent possible. If only one quote received, please upload a brief explanation memo with the quote received. If multiple quotes received, please upload each.

Additional Comments

Comments from Reviewer for General Information Tab (view only)

Save Draft Submit

Procurement Threshold (>\$10,000 or ≤ \$50,000): Bids/Quotes Summary Worksheet Tab

Step 13: Navigate to the **Bids/Quotes Summary Worksheet** Tab.

Step 14: Select the **Bids/Proposals/Quotes Worksheet** button to open the form in a pop-up window.

The screenshot displays a web application interface for a procurement project. The top navigation bar includes 'Main' and 'Notes' tabs. The main content area is titled '2022-8267-SW-IPD-1-PRO34276026' and 'Project > Activity'. A 'Download Form Summary' button is visible. A red message states: 'After inputting the information below please click SAVE DRAFT.' Below this, there are four tabs: 'GENERAL INFORMATION', 'BIDS/QUOTES SUMMARY WORKSHEET' (highlighted with a red box), 'DEBARMENT STATUS', and 'ATTESTATION'. A note specifies: 'Note: For engineering procurements ONLY, the price/costs should not be used as an award determining selection factor. The proposals should still include a total cost estimate, even if the contract is Time and Material. The total estimate should be included for each responder in the Bid/Proposals/Quotes Worksheet.' A red asterisk indicates: '* Complete the worksheet below with information for all bids/quotes for this procurement activity.' Below this, there is a 'Bids/Proposals/Quotes Worksheet' button (highlighted with a red box). The bottom section is titled 'Project Bids / Quotes Worksheet' and 'Comments from Reviewer for Bids/Quotes Summary Tab (view only)'. At the bottom right, there are 'Save Draft' and 'Submit' buttons, with 'Save Draft' highlighted by a red box. A 'Relevant File(s):' upload button is also present in the top right corner.

Tip: Be sure to frequently click "**Save Draft**" to ensure progress is not lost

Procurement Threshold (>\$10,000 or ≤ \$50,000): Bids/Quotes Summary Worksheet Tab Cont.

Step 15: For each bid or quote, complete the fields on the worksheet accordingly:

- Vendor/Contract Name
- Vendor/Contract Address
- Amount of Quote (\$)
- Status
- Comments

Step 16: Once all the fields are completed, click **"Save"**.

Tip: Click the (+) button to add extra lines for more bidders.

https://tdec.smartsimple.com/s_viewxmlpage.jsp?fieldid=2001807&codedid=W... A 🔍

i In the Worksheet, to meet the affirmative steps requirement as stated in 2 CFR 200.321, please indicate in the comments of the supplier if an entity is a diverse business. The intent and purpose of this step is to appropriately document that you are taking the necessary steps to consider the engagement of diverse businesses. Diverse businesses could be a minority-owned, women-owned, veteran-owned or other labor surplus area or protected class entity. For guidance, please refer to the Implementation Guidelines, which provides the detailed Go-DBE posting instructions. The Vendor/Contractor Address should be the physical place of business of the vendor/contractor. The format should be "City, State – XXXXXX, XX"

Step 15 Bids/Quotes Summary Worksheet

Vendor/Contract Name	Vendor/Contract Address	Amount of Quote (\$)	Status	Comments
<div>+</div>				

Step 16 Save

Procurement Threshold (>\$10,000 or ≤ \$50,000): Debarment Status Tab

Step 17: Navigate to the **Debarment Status** tab.

Step 18: If your entity meets the \$25,000 threshold, upload (📎) **“Debarment Status Verification”** documentation.

Tip: Uploaded items will appear under **“File Name”**.

2022-8267-SW-IPD-1-PRO34276026

Project > Activity

Download Form Summary

After inputting the information below please click SAVE DRAFT.

Step 17

GENERAL INFORMATION BIDS/QUOTES SUMMARY WORKSHEET **DEBARMENT STATUS** ATTESTATION

Please verify that YOUR VENDOR or CONTRACTOR is not on the federal debarment list.

Any entity receiving TDEC grant funds must provide non-debarment verification if total goods or services for the open contract are equal to or greater than \$25,000. Search for your vendor or contractor to confirm that it's not on the Debarment List by going to [System for Award Management \(SAM\)](#).

*Please note, to search for a vendor on the SAM.gov site, you need to log in.

Click "SEARCH" tab.

In the search bars type in the Entity name or using an exclusion search term, Unique Entity Identifier (UEI) and/or the Entity Commercial and Government Entity (CAGE) code. You can only use one search bar at a time to search for records. Individuals are not assigned a UEI number or CAGE code. When checking for a debarred individual, conduct the search by typing the name in the top bar.

Click the magnifying glass button to retrieve a list of results. Entities with "Exclusion" listed in purple are currently debarred, while those labeled "Entity" in green do not have exclusions. In the right upper corner of the webpage, use the Download option and upload a summary of search results.

Step 18

Upload Debarment Status Verification, If Applicable

If your entity meets the \$25,000 threshold, please upload verification that you are not on the Debarment List.

File Name

Debarment_Status.docx

11.6 KB 07/09/2023 8:21PM

Comments from Reviewer for Debarment Status Tab (view only)

Save Draft Submit

Note: If applicable, read through the “Comments from Reviewer for Debarment Status Tab”

Procurement Threshold (>\$10,000 or ≤ \$50,000): Attestation Tab

Step 19: Navigate to the **Attestation** tab.

Step 20: Review and check off the **Attestation** to acknowledge understanding. **Sign** and **Date** accordingly.

Step 21: Click **Save Draft** and then click **Submit**.

The input of procurement details is now complete!

Note: The TDEC team will review the submission and respond with 14 days. Once approval is received, the grantee may submit reimbursements for the approved procurement.

Main

Notes

2022-8267-SW-IPD-1-PRO34276026

Project > Activity

Download Form Summary

After inputting the information below please click SAVE DRAFT.

GENERAL INFORMATION BIDS/QUOTES SUMMARY WORKSHEET DEBARMENT STATUS **ATTESTATION**

Attestation items with a * are required to be completed before signing and submitting the procurement package for review. If these items are not completed, you will receive an alert that the submission is incomplete.

▼ Procurement Threshold Attestation (> \$10,000 and <= \$50,000)

☐ * I confirm this purchase complies with applicable local, state and/or federal policies and procedures

* Subrecipient Signature

* Date

mm/dd/yyyy

← BACK

Step 21 Save Draft Submit

Procurement Threshold (>\$50,000 or Required): General Information Tab

Step 22: Select “**Greater than \$50,000 or the Procurement Policy Requires Formal Solicitation Process**”. The following tabs will appear:

- Formal Procurement
- Bid/Quotes Worksheet
- Debarment Status
- Attestation

Tip: Be sure to frequently click “**Save Draft**” to ensure progress is not lost.

The screenshot shows a web application interface for a procurement process. The main header displays the ID '2022-8267-SW-IPD-1-PRO34276026'. Below the header, there are tabs: 'GENERAL INFORMATION' (selected), 'FORMAL PROCUREMENT', 'BIDS/QUOTES SUMMARY WORKSHEET', 'DEBARMENT STATUS', and 'ATTESTATION'. The 'GENERAL INFORMATION' tab contains several sections:

- * Is this your first procurement associated with the project(s) involved?** with radio buttons for 'Yes' and 'No'.
- * Please select which applies to your organization** with a note about the \$50,000 threshold and a helpful hint. Below this are three radio button options:
 - ☐ We follow state procurement guidelines
 - ☐ We follow federal procurement guidelines
 - ☐ ONLY for purchases of \$10,000 or less - We follow local procurement guidelines
- * Please upload your organization's procurement procedures** with a file upload button.
- * What is the effective date or revisions date of your existing procurement policy?** with a date input field.
- * Select Threshold of Procurement** with a guidance note and three radio button options:
 - ☐ Less than or equal to \$10,000
 - ☐ Greater than \$10,000 and less than or equal to \$50,000
 - ☒ Greater than \$50,000 or the Procurement Policy Requires Formal Solicitation Process

At the bottom of the form, there is an 'Additional Comments' text area and a 'Comments from Reviewer for General Information Tab (view only)' section. The footer contains a 'Save Draft' button (highlighted with a red box) and a 'Submit' button. A 'NEXT >' button is also visible in the bottom right corner.

Procurement Threshold (>\$50,000 or Required): Formal Procurement Tab

Step 23: Navigate to the **Formal Procurement** tab

Step 24: Select the stage the procurement is currently in, and the stage(s) already completed from the list:

- Pre-Bid
- Pre-Award
- Awarded Contract

Tip: Depending upon the selected stage(s), different corresponding documents will need to be uploaded

The screenshot displays a web application interface for procurement management. The top navigation bar includes 'Main' and 'Notes' tabs. The main content area is titled '2022-8267-SW-IPD-1-PRO34276026' and 'Project > Activity'. A 'Download Form Summary' button is visible. Below this, a red instruction states: 'After inputting the information below please click SAVE DRAFT.' The 'GENERAL INFORMATION' tab is selected, and the 'FORMAL PROCUREMENT' sub-tab is active. A 'Helpful Guidelines and Resources' link is present. The 'Stages of Procurement' section provides detailed information about the stages: 'Pre-Bid' (review stage), 'Pre-Award' (review stage after evaluations), and 'Awarded Contract' (final approval stage). A red box highlights the 'Step 24' section, which contains a red instruction: '* Select the stage of the procurement you are currently in and the stage(s) you have already completed.' Below this, a guidance note states: 'Guidance: Once you have selected the stage(s), please fill out the corresponding sections you have selected below.' Three checkboxes are listed: 'Pre-Bid', 'Pre-Award', and 'Awarded Contract'.

Procurement Threshold (>\$50,000 or Required): Pre-Bid Stage

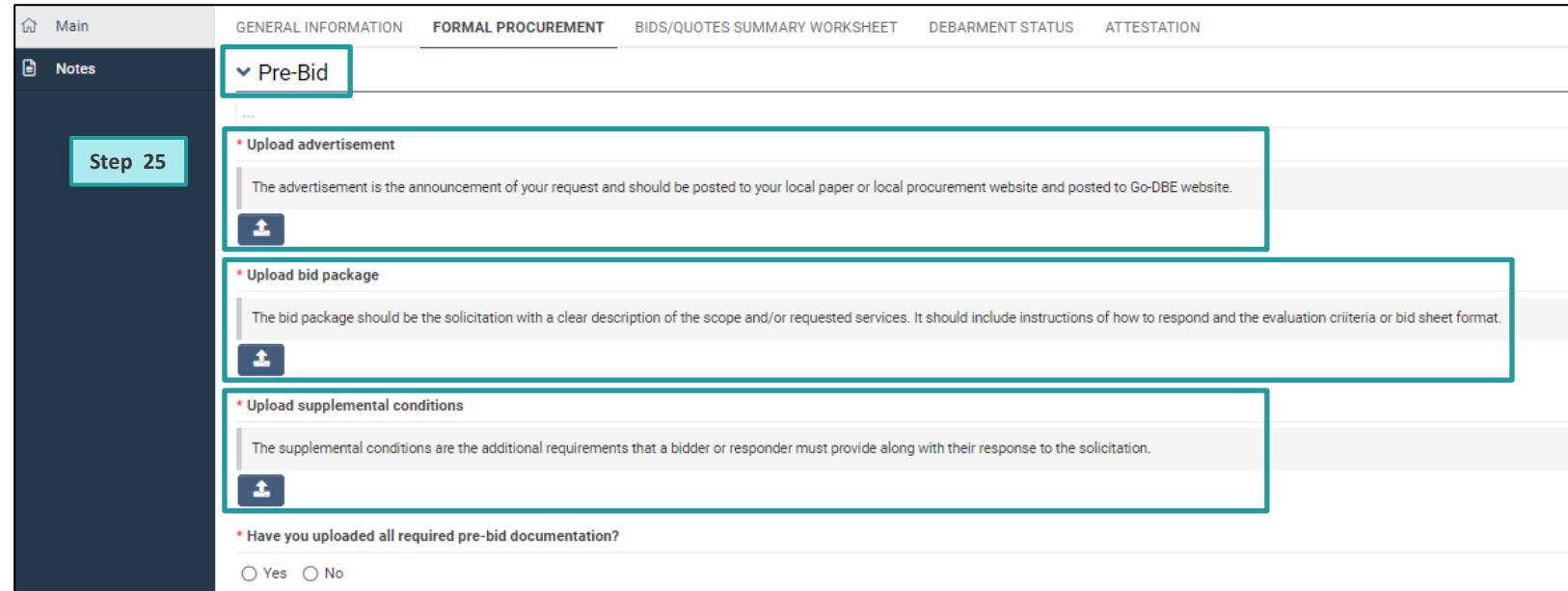
Step 25: Upload () the following items within the **Pre-Bid** section:

- Advertisement
- Bid package
- Supplemental conditions

Note: The Pre-Bid section is mandatory to complete in the **Pre-Bid stage**.

The **Pre-Award** and **Awarded Contract** sections are not mandatory in the **Pre-Bid stage**, unless the procurement is in that stage or that stage has already been completed.

Additionally, the **Bids/Quotes Summary Worksheet**, **Debarment Status**, and **Attestation** tabs are available but not mandatory in the **Pre-Bid stage**.



The screenshot shows a web application interface for the 'Pre-Bid' stage. The top navigation bar includes tabs for 'Main', 'Notes', 'GENERAL INFORMATION', 'FORMAL PROCUREMENT', 'BIDS/QUOTES SUMMARY WORKSHEET', 'DEBARMENT STATUS', and 'ATTESTATION'. The 'Pre-Bid' section is expanded, showing three mandatory upload fields: 'Upload advertisement', 'Upload bid package', and 'Upload supplemental conditions'. Each field has a text description and an upload button. At the bottom, there is a question: 'Have you uploaded all required pre-bid documentation?' with 'Yes' and 'No' radio button options. A 'Step 25' label is visible in the left sidebar.

Main

Notes

Step 25

GENERAL INFORMATION FORMAL PROCUREMENT BIDS/QUOTES SUMMARY WORKSHEET DEBARMENT STATUS ATTESTATION

Pre-Bid

Upload advertisement

The advertisement is the announcement of your request and should be posted to your local paper or local procurement website and posted to Go-DBE website.

Upload bid package

The bid package should be the solicitation with a clear description of the scope and/or requested services. It should include instructions of how to respond and the evaluation criteria or bid sheet format.

Upload supplemental conditions

The supplemental conditions are the additional requirements that a bidder or responder must provide along with their response to the solicitation.












Have you uploaded all required pre-bid documentation?

☐ Yes ☐ No

Procurement Threshold (>\$50,000 or Required): Pre-Bid Stage Cont.

Step 26: Confirm all required pre-bid documentation has been uploaded by selecting **Yes**.

Step 27: Click **Save Draft** and then click **Submit** to send the pre-bid to TDEC for review. The grantee will receive an email confirmation of submission.

GENERAL INFORMATION	FORMAL PROCUREMENT	BIDS/QUOTES SUMMARY WORKSHEET	DEBARMENT STATUS	ATTESTATION
▼ Pre-Bid				
...				
* Upload advertisement				
The advertisement is the announcement of your request and should be posted to your local paper or local procurement website and posted to Go-DBE website.				
 				
<input type="checkbox"/> File Name ▲				
 Procurement_Upload.PNG				
* Upload bid package				
The bid package should be the solicitation with a clear description of the scope and/or requested services. It should include instructions of how to respond and the evaluation criteria or bid sheet format.				
 				
<input type="checkbox"/> File Name ▲				
 Procurement_Upload.PNG				
* Upload supplemental conditions				
The supplemental conditions are the additional requirements that a bidder or responder must provide along with their response to the solicitation.				
 				
<input type="checkbox"/> File Name ▲				
 Procurement_Upload.PNG				
Step 26				
* Have you uploaded all required pre-bid documentation?				
<input type="radio"/> Yes <input type="radio"/> No				
Step 27				
 				

Procurement Threshold (>\$50,000 or Required): Pre-Award Stage

Step 28: Once TDEC has completed the initial review of the formal procurement activity, the **Procurement Status** changes to **“Pre-Award”**.

The Grantee will receive a confirmation of status change via email.

Step 29: Navigate to the **Manage Procurements** and the **Procurements** section. Identify the in-progress procurement by the **Procurement UID**. Click **Open**.

2022-8899 ()

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Procurements

Step 29

Step 28

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Project ID	Item or Service Procured	Name of Company/Organization Recommended for Awarded	Procurement UID	Activity Type	Status	Budget Amount	Committed Amount	Paid Amount	Remaining Amount
<div>Open</div>	DW-IP-1		2022-8899-DW-IP-1-PRO34198440	Procurement	Pre-Award	\$0.00			\$0.00
<div>Open</div>	WW-PDC-1		2022-8899-WW-PDC-1-PRO34211224	Procurement	Draft	\$0.00			\$0.00

Procurement Threshold (>\$50,000 or Required): Pre-Award Stage Cont.

Step 30: If the project has passed, or has completed the **Pre-Bid** stage, and is in the **Pre-Award** stage, select both boxes.

The screenshot displays a web application interface for procurement. At the top, there's a navigation bar with 'Main' and 'Project > Activity'. A 'Download Form Summary' button is visible. Below this, a red instruction reads: 'After inputting the information below please click SAVE DRAFT.' A horizontal menu contains several tabs: 'GENERAL INFORMATION', 'FORMAL PROCUREMENT' (which is highlighted with a red box), 'BIDS/QUOTES SUMMARY WORKSHEET', 'DEBARMENT STATUS', and 'ATTESTATION'. Below the menu, there's a section titled 'Helpful Guidelines and Resources' with a link. Further down, a section titled 'Stages of Procurement' provides details about the 'Pre-Bid', 'Pre-Award', and 'Awarded Contract' stages. At the bottom, a form section titled 'Step 30' contains a red instruction: '* Select the stage of the procurement you are currently in and the stage(s) you have already completed.' Below this, a guidance note states: 'Guidance: Once you have selected the stage(s), please fill out the corresponding sections you have selected below.' A list of checkboxes follows: 'Pre-Bid' (checked), 'Pre-Award' (checked), and 'Awarded Contract' (unchecked). The 'Pre-Bid' and 'Pre-Award' checkboxes are highlighted with a red box.

Tip: Be sure to frequently click "**Save Draft**" to ensure progress is not lost

Procurement Threshold (>\$50,000 or Required): Pre-Award Stage

Cont.

Step 31: Upload (📁) the following items within the **Pre-Award** section:

- Addenda/extensions issued
- Copies of correspondence with the bidder
- Documentation regarding the posting of the solicitation*
- Independent Cost Estimate*
- Certified Bid Tabulation Evaluation Criteria*
- Copies of responses to the solicitation*

Complete the following fields:

- Cost of Procurement*
- Name of Company/ Organization Recommended for Award*

Note: In this section, fields marked with a red asterisk (*) are required in order to submit for review

Step 32: Click **Save Draft**.

The screenshot shows a web application interface for the 'Pre-Award' stage of a procurement process. The top navigation bar includes 'Main', 'GENERAL INFORMATION', 'FORMAL PROCUREMENT', 'BIDS/QUOTES SUMMARY WORKSHEET', 'DEBARMENT STATUS', and 'ATTESTATION'. The 'FORMAL PROCUREMENT' tab is active, and the 'Pre-Award' section is selected. A sidebar on the left shows 'Step 31' and 'Notes'. The main form area contains several sections, each with a title, a description, and an upload button (📁). The sections are: 'Addenda/extensions issued' (When solicitations are adjusted, or additional information is provided to potential bidders, addendums are often required to be posted/issued. This should be a part of the procurement file.), 'Copies of correspondence with the bidder' (Copies the Grantee's communication with the bidders, i.e., Q&As, any communication regarding pricing and terms, and any best and final offers (BAFO) requested.), 'Documentation regarding the posting of the solicitation' (For the procurement to be full and open, the solicitation must be made available to an adequate number of bidders. The solicitation should be advertised on the agency's website or in a newspaper and, as described in this guide, on the Go-DBE website. The effective date to follow the Go-DBE posting requirement is January 31, 2023. The requirement of posting on the Go-DBE website is intended to ensure that the affirmative steps of 2 CFR 200.321 are followed.), 'Independent Cost Estimate' (Grantees must prepare a cost estimate of the costs of goods or services before they receive the bids from the vendors to assess the reasonableness of the proposals received.), 'Certified Bid Tabulation and Evaluation Criteria' (Grantees must have a formal set of criteria to score proposals received systematically. The Bid Tabulation should calculate and document how the bidders were evaluated.), 'Copies of responses to the solicitation' (All of the proposals submitted are required to be provided as proof of multiple vendor responses.), 'Cost of Procurement' (The Cost of Procurement should be an accurate estimate of what will be reimbursed in the future for this item or service. This amount should agree to the approved SWIG reimbursed amount for the project.), and 'Name of Company/Organization Recommended for Awarded'. At the bottom, there are buttons for '< BACK', 'Step 32', 'Save Draft', and 'Submit', along with a 'NEXT >' button.

Procurement Threshold (>\$50,000 or Required): Bids/Quotes Summary Worksheet Tab

Step 33: Navigate to the **Bids/Quotes Summary Worksheet** Tab.

Step 34: Select the **Bids/Proposals/Quotes Worksheet** button to open the form in a pop-up window.

The screenshot displays a web application interface for a procurement project. The top navigation bar includes 'Main' and 'Notes' tabs. The main content area is titled '2022-8267-SW-IPD-1-PRO34276026' and 'Project > Activity'. A 'Download Form Summary' button is visible. A red alert message states: 'After inputting the information below please click SAVE DRAFT.' Below this, there are four tabs: 'GENERAL INFORMATION', 'BIDS/QUOTES SUMMARY WORKSHEET' (highlighted with a red box), 'DEBARMENT STATUS', and 'ATTESTATION'. A note specifies: 'Note: For engineering procurements ONLY, the price/costs should not be used as an award determining selection factor. The proposals should still include a total cost estimate, even if the contract is Time and Material. The total estimate should be included for each responder in the Bid/Proposals/Quotes Worksheet.' A red asterisk indicates a required step: '* Complete the worksheet below with information for all bids/quotes for this procurement activity.' Below this, there is a 'Bids/Proposals/Quotes Worksheet' button (highlighted with a red box). The bottom section is labeled 'Project Bids / Quotes Worksheet' and 'Comments from Reviewer for Bids/Quotes Summary Tab (view only)'. At the bottom right, there are 'Save Draft' and 'Submit' buttons, with 'Save Draft' highlighted by a red box. A 'Relevant File(s):' upload button is also present in the top right corner.

Tip: Be sure to frequently click "**Save Draft**" to ensure progress is not lost

Procurement Threshold (>\$50,000 or Required) Bids/Quotes Summary Worksheet Tab Cont.

Step 35: For each bid or quote, complete the fields on the worksheet accordingly:

- Vendor/Contract Name
- Vendor/Contract Address
- Amount of Quote (\$)
- Status
- Comments

Step 36: Once all the fields are completed, click **"Save"**.

Tip: As necessary, click the (+) button to add extra lines

https://tdec.smartsimple.com/s_viewxmlpage.jsp?fieldid=2001807&codedid=W... A 🔍

i In the Worksheet, to meet the affirmative steps requirement as stated in 2 CFR 200.321, please indicate in the comments of the supplier if an entity is a diverse business. The intent and purpose of this step is to appropriately document that you are taking the necessary steps to consider the engagement of diverse businesses. Diverse businesses could be a minority-owned, women-owned, veteran-owned or other labor surplus area or protected class entity. For guidance, please refer to the Implementation Guidelines, which provides the detailed Go-DBE posting instructions. The Vendor/Contractor Address should be the physical place of business of the vendor/contractor. The format should be "City, State – XXXXXX, XX"

Step 35

Bids/Quotes Summary Worksheet

Vendor/Contract Name	Vendor/Contract Address	Amount of Quote (\$)	Status	Comments
<div>+</div>				

Step 36 Save

Procurement Threshold (>\$50,000 or Required): Debarment Status Tab

Step 37: Navigate to the **Debarment Status** tab.

Step 38: If your entity meets the \$25,000 threshold, upload (📎) **“Debarment Status Verification”** documentation.

Tip: Uploaded items will appear under **“File Name”**

2022-8267-SW-IPD-1-PRO34276026
Project > Activity

Download Form Summary

After inputting the information below please click SAVE DRAFT.

Step 37

GENERAL INFORMATION BIDS/QUOTES SUMMARY WORKSHEET **DEBARMENT STATUS** ATTESTATION

Please verify that YOUR VENDOR or CONTRACTOR is not on the federal debarment list.
Any entity receiving TDEC grant funds must provide non-debarment verification if total goods or services for the open contract are equal to or greater than \$25,000. Search for your vendor or contractor to confirm that it's not on the Debarment List by going to [System for Award Management \(SAM\)](#).
*Please note, to search for a vendor on the SAM.gov site, you need to log in.
Click "SEARCH" tab.
In the search bars type in the Entity name or using an exclusion search term, Unique Entity Identifier (UEI) and/or the Entity Commercial and Government Entity (CAGE) code. You can only use one search bar at a time to search for records. Individuals are not assigned a UEI number or CAGE code. When checking for a debarred individual, conduct the search by typing the name in the top bar.
Click the magnifying glass button to retrieve a list of results. Entities with "Exclusion" listed in purple are currently debarred, while those labeled "Entity" in green do not have exclusions. In the right upper corner of the webpage, use the Download option and upload a summary of search results.

Step 38

Upload Debarment Status Verification, If Applicable
If your entity meets the \$25,000 threshold, please upload verification that you are not on the Debarment List.

File Name

File Name	Size	Date
Debarment_Status.docx	11.6 KB	07/09/2023 8:21PM

Comments from Reviewer for Debarment Status Tab (view only)

Save Draft Submit

Note: If applicable, read through the “Comments from Reviewer for Debarment Status Tab”

Procurement Threshold (>\$50,000 or Required): Attestation Tab

Step 39: Navigate to the **Attestation** tab.

Step 40: Review and check off the each of the **Attestations**. This signifies the grantee’s acknowledgement and understanding. Use the comment box below the corresponding attestation to explain applicable exceptions.

Note: In this section, fields marked with an asterisk (*) are required in order to submit for review.

Step 39

GENERAL INFORMATION FORMAL PROCUREMENT BIDS/QUOTES SUMMARY WORKSHEET DEBARMENT STATUS **ATTESTATION**

Attestation items with a * are required to be completed before signing and submitting the procurement package for review. If these items are not completed, you will receive an alert that the submission is incomplete.

▼ Procurement Threshold Attestation (> \$50,000)

Step 40

☐ I attest (if contract awarded and agreement in place) that the required federal contract provisions are included in the terms and conditions of the agreement to the best of my knowledge. All required federal contract provisions are detailed in the Required and Recommended SLFRF Contract Provisions appendix B item included in the Implementation Guidelines. The listed provisions are also detailed in 2 CFR 200.327.

Comments (If exceptions please explain in the box below.)

☐ * I attest that invitation for bids were publicly advertised or solicited from an adequate number of qualified sources, providing at least 14 days response time prior to the date set for opening the bids.

Comments (If exceptions please explain in the box below.)

☐ * I attest, for solicitations posted after January 31, 2023, that the Go-DBE posting steps have been completed and the solicitation was listed for a minimum of 14 days. For procurements completed prior to January 31, 2023, please provide brief description of how, to the greatest extent possible, compliance with the federal requirement of 2 CFR 200.321 were met and how small and minority businesses, women's business enterprises, and labor surplus area firms were considered:

Comments (If exceptions please explain in the box below.)

☐ I attest, to the greatest extent practicable, a preference was given to contractors and vendors for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

Comments (If exceptions please explain in the box below.)

☐ For projects that will utilize greater than \$10M of ARP SLFRF funding or for projects that will combine funding with a federal funding source that requires Davis-Bacon, I attest that I am aware of the requirements and will comply with Davis-Bacon.

Comments (If exceptions please explain in the box below.)

[← BACK](#)

Procurement Threshold (>\$50,000 or Required): Attestation Tab Cont.

Step 41: Sign and Date accordingly.

Step 42: Click **Save Draft** and then click **Submit**.

Note: Fields without an asterisk (*) are optional and are not required in order to submit for review.

☐ If this procurement is associated with a contract that has already been awarded, I attest that a notification of award was issued (with rationale if not awarded to lowest bidder for Construction projects). Please add a note stating the date of award.

Comments (If exceptions please explain in the box below.)

☐ I attest that the appropriate permits per State requirements were obtained (or will be obtained) prior to construction.

Comments (If exceptions please explain in the box below.)

I attest that the bonding requirements determined to ensure the Federal interest is adequately protected have been met or at a minimum:

☐ For construction projects only, a bid guarantee from each bidder equivalent to five percent of the bid price has been received.

Comments (If exceptions please explain in the box below.)

☐ * I attest that to the best of my knowledge a complete procurement package has been uploaded.

Comments (If exceptions please explain in the box below.)

* Subrecipient Signature

* Date

mm/dd/yyyy

Step 41

Step 42

Save Draft

Submit

Procurement Threshold (>\$50,000 or Required): Authority to Award Status

Step 43: Once TDEC has reviewed and approved the pre-award documentation, the **Procurement Status** changes to “**Authority to Award**”.

The Grantee will receive a confirmation of status and receive an **Authority to Award** letter via email.

Step 44: Navigate to the **Manage Procurements** and the **Procurements** section. Identify the in-progress procurement by the **Procurement UID**. Click **Open**.

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Project ID	Item or Service Procured	Name of Company/Organization Recommended for Awarded	Procurement UID	Activity Type	Status	Budget Amount	Committed Amount	Paid Amount	Remaining Amount
Open DW-IP-1	Item	Company	2022-8899-DW-IP-1-PRO34189167	Procurement	Authority to Award	\$50,001.00			\$50,001.00
Open DW-IP-1			2022-8899-DW-IP-1-PRO34189203	Procurement	Pre-Award	\$0.00			\$0.00

Step 44

Procurement Threshold (>\$50,000 or Required): Awarded Contract Stage

Step 45: If the procurement has completed the **Pre-Bid** stage, the **Pre-Award** stage, and is currently in the **Awarded Contract** stage, select all three boxes.

Note: In the **Awarded Contract** stage, only the **Formal Procurement** tab contains editable fields.

GENERAL INFORMATION **FORMAL PROCUREMENT** BIDS/QUOTES SUMMARY WORKSHEET DEBARMENT STATUS ATTESTATION

[Helpful Guidelines and Resources](#)

Stages of Procurement

Pre-Bid is the stage prior to posting the solicitation. It is a review stage where TDEC will confirm all pre-bid documents to include the Bid or Proposal package, supplemental information, advertisement and procurement policy.

- A pre-bid review is strongly recommended for projects that have not been procured. The pre-bid review will examine local purchasing/procurement policies, review the Request for Quote (or Bid or Proposal), and review the requirements of the procurement and the supplemental conditions. The pre-bid review will assist with making the approval of procurements more efficient and streamlined.

Pre-Award is the stage prior to officially awarding a contract to a vendor, but after evaluations have been made of responses received. This is a required review stage and for projects not yet started, this stage will result in an Authority to Award (ATA).

Awarded Contract is the stage after a contract has been let and it is the final procurement approval that is required for reimbursements to be allowed.

* Select the stage of the procurement you are currently in and the stage(s) you have already completed.

Guidance: Once you have selected the stage(s), please fill out the corresponding sections you have selected below.

- ☒ Pre-Bid
- ☒ Pre-Award
- ☒ Awarded Contract

Step 45

Procurement Threshold (>\$50,000 or Required): Awarded Contract Stage Cont.

Step 46: Upload (📁) the following items within the **Awarded Contract** section:

- Award Notification and Rationale to Award*
- Contract with pricing information (required, once contract in place)
- Required Bidder/Contractor Certifications (required, once contract in place)
- Documentation to support execution of performance and payment bonds (required, once contract in place)
- Any additional documentation

Step 47: Select **Yes/No** to indicate if the procurement applies to multiple projects under the grant.

GENERAL INFORMATION **FORMAL PROCUREMENT** BIDS/QUOTES SUMMARY WORKSHEET DEBARMENT STATUS ATTESTATION

▼ Awarded Contract **Step 46**

* Award Notification and Rationale to Award (if not awarded to the lowest bidder)

If available, the notification to award memorandum should be included in the procurement package. If the bidder awarded the contract is not the lowest bidder, a justification stating the rationale for the award should be included.

Contract with pricing information (required, if contract in place)

If awarded a contract, the agreement with the selected vendor should be provided. This documentation represents the contract between the vendor and the Grantee and should include all required federal contract provisions.

Required Bidder/Contractor Certifications (required, if contract in place)

Some specific certifications are required during bidding or from vendors noted by the State or federal government. The certificates include (copies provided in Appendix B): Iran Divestment, Debarment, Equal Employment Opportunity, and the BYRD Anti-Lobbying Amendment Certification.

Documentation to support the execution of performance and payment bonds (required, if contract in place)

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Grantee should provide documentation that supports the protection of the Federal interest. This requirement is supported through a bid guarantee that includes a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified. Bonds should be for 100% of the total contract price.

Upload any additional documentation you would like TDEC to know about

* Does this procurement apply to multiple projects under this grant?

☐ Yes ☐ No

Comments from Reviewer for Formal Procurement Tab (view only)

< BACK Save Draft Submit

Note: If applicable, read through the "Comments from Reviewer for Formal Procurement Tab"

Procurement Threshold (>\$50,000 or Required): Attestation Tab

Step 48: Navigate to the **Attestation** tab.

Step 49: Review and check off the each of the **Attestations** to acknowledge understanding. Use the comment box below the corresponding attestation to explain applicable exceptions.

Step 50: Sign and **Date** accordingly.

Step 51: Click **Save Draft** and then click **Submit**.

The input of procurement details is now complete!

Note: The TDEC team will review the submission and respond within 14 days. Once approval is received, the grantee may submit reimbursements for the approved procurement.

Step 48

GENERAL INFORMATIONFORMAL PROCUREMENTBIDS/QUOTES SUMMARY WORKSHEETDEBARMENT STATUSATTESTATION

☐ If this procurement is associated with a contract that has already been awarded, I attest that a notification of award was issued (with rationale if not awarded to lowest bidder for Construction projects). Please add a note stating the date of award.

Comments (If exceptions please explain in the box below.)

Step 49

☐ I attest that the appropriate permits per State requirements were obtained (or will be obtained) prior to construction.

Comments (If exceptions please explain in the box below.)

I attest that the bonding requirements determined to ensure the Federal interest is adequately protected have been met or at a minimum:

☐ For construction projects only, a bid guarantee from each bidder equivalent to five percent of the bid price has been received.

Comments (If exceptions please explain in the box below.)

☐ * I attest that to the best of my knowledge a complete procurement package has been uploaded.

Comments (If exceptions please explain in the box below.)

Step 50

* Subrecipient Signature

* Date

mm/dd/yyyy

BACK

Step 51

Save DraftSubmit

Process for Requesting Procurement Support

- To contact the TDEC team with a procurement issue, click the **Notes** tile located on the toolbar to the left.
- Click the (+) button and a pop-up window will open.
- Select “**Note to TDEC**” from the **Type** drop-down menu. Enter any question or comment for the TDEC team in this text field.
- Upon saving the message, the system will notify the TDEC team. The TDEC team will then review and respond to the inquiry.
- GMS will alert the inquirer of a response via email.

The image displays two screenshots of a software interface titled "Activity".

Top Screenshot: The interface shows a sidebar on the left with a "Main" tile and a "Notes" tile. The "Notes" tile is highlighted with a red border. Above the sidebar is an "Actions" dropdown menu. To the right of the sidebar, there is a "Project > Activity" breadcrumb, a "+" button (highlighted with a red border), and a "Print" icon. Below these are search filters: "Type: --All--", "From: mm/dd/yyyy", "To: mm/dd/yyyy", a search button, and a "Sort By:" dropdown. The main content area displays "No Records Found".

Bottom Screenshot: The interface is similar, but the "Notes" tile in the sidebar is now selected. The "Type" dropdown menu is open, showing "Note to TDEC" as the selected option (highlighted with a red border). Below the dropdown is a large text input field. At the bottom right, there are "Save" and "Cancel" buttons (both highlighted with red borders).

GMS Engineering and Admin Services Approval Process

TN

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GMS Engineering and Administrative Services Approval Process

To create a procurement associated with **engineering** and **administrative costs**:

Step 1: Navigate to the **Manage Procurements** tab and the **Projects** section.

Step 2: Identify the project with the **Project ID "Grant Admin"**.

Step 3: Click **Create Procurement**. (The **Procurement Activity** landing page will then open on the screen.)

Step 4: Continue the procurement process, beginning with the **General Information** tab (see [Slide 8](#) for additional instructions.)

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Activities6

2022-8084 (Warren County)

How to Create New Activity

Application Status: Approved

Application ID: 2022-8084 (Warren County)

Application Type: DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program

Application completed by: Michael Green

You have \$5,596,564.91 remaining out of \$5,596,564.91

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Projects

Procurements can be entered as needed for each project by clicking the Create Procurement button next to the corresponding project.

	#	Project ID	US Treasury Project ID	Project Name	Status	Total Amount	Total Committed
Open	1	DW-COStd-01	808401		Submitted	\$2,698,282.46	\$0.00
Open	2	DW-PDC-02	808402		Submitted	\$0.00	\$0.00
Open	3	DW-PDC-03	808403		Submitted	\$0.00	\$0.00
Open	4	WW-COStd-01	808407		Submitted	\$0.00	\$0.00
Open	5	WW-PDC-02	808406		Submitted	\$0.00	\$0.00
Open	6	WW-PDC-03	808404		Submitted	\$0.00	\$0.00
Open		C-04	808405		Submitted	\$0.00	\$0.00
Open	8	Grant Admin	808408	Warren County Admin	Draft	\$0.00	\$0.00
						\$2,698,282.46	\$0.00

GMS Process for Requesting Reimbursement

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GMS Process for Requesting Reimbursement

Step 1: Once logged in; Navigate to the **My Applications** tab and click the **Active** tab. Then, identify the grant associated with the reimbursement activity.

Step 2: Select the application and click **“View”** to begin the reimbursement activity.

The screenshot displays the TDEC Grants Management System (GMS) interface. The top navigation bar includes links for 'Submit Affiliation Request', 'How to Affiliate Tutorial', 'Procurement Guidelines', and 'Change Password'. The main content area is divided into two sections: 'Funding Opportunities' on the left and 'My Applications' on the right. The 'My Applications' section shows a list of applications with columns for Application ID, Activity Type, Organization, Status, and Last Modified. The first application is highlighted with a red box, and the 'View' button next to it is also highlighted with a red box. The interface includes a sidebar with 'Funding Opportunities' and a top navigation bar with 'Submit Affiliation Request', 'How to Affiliate Tutorial', 'Procurement Guidelines', and 'Change Password'.

#	Application ID	Activity Type	Organization	Status	Last Modified
8	2022-8366	DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program	Sunshine, City of	Approved	06/27/2023 03:53PM
9	2019-4854	RES Planning Grant	Sunshine, City of	Approved	06/13/2023 09:12AM

GMS Process for Requesting Reimbursement

Step 3: Click on the **Activities** tab on the left-hand side of the toolbar. The **Activities** landing page will then open on the screen.

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New ▾

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< >

ⓘ

📄

Main

2022-8899 ()

How to Create New Activity

Application Status: Approved

Application ID: 2022-8899 ()

Application Type: DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program

You have \$25.00 remaining out of \$25.00

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Step 3

Projects

Procurements can be entered as needed for each project by clicking the Create Procurement button next to the corresponding project.

1-2 of 2

#	Project ID	Project Name	Status	Total Amount	Total Committed	Total Paid	Total Remaining		
Open	Create Procurement	1	DW-IP-1	Project 1	Submitted	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Open	Create Procurement	2	WW-IPD-1	Waste Water Project 1	Submitted	\$500,000.00	\$0.00	\$0.00	\$500,000.00
						\$600,000.00	\$0.00	\$0.00	\$600,000.00

Procurements

1-12 of 12

Project ID	Item or Service Procured	Name of Company/Organization Recommended for Awarded	Procurement UID	Activity Type	Status	Budget Amount	Committed Amount	Paid Amount	Remaining Amount	
Open	DW-IP-1	Concrete	Concrete Co.	2022-8899-DW-IP-1-PRO33566016	Procurement	Approved	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Open	WW-IPD-1	Water Tower	Water Inc.	2022-8899-WW-IPD-1-PRO33566098	Procurement	Approved	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Open	DW-IP-1	Water Tower	Drinking Water Company	2022-8899-DW-IP-1-PRO33612276	Procurement	Submitted	\$12,000.00			\$12,000.00

Save Draft

NEXT >

GMS Process for Requesting Reimbursement

Step 4: After the activities page loads, navigate to the **Request for Grant Reimbursement** tab.

Step 5: Create a new **Request for Grant Reimbursement** by clicking the (+) button.

Note:
Reimbursement can only be requested for projects with approved procurements.

TN Department of Environment & Conservation

Home

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New

Main

Notes

Activities5

2022-8899 ()

COLLABORATIVE APPLICATION REVIEWTITLE VI TRAINING CERTIFICATIONREQUEST BUDGET REVISIONSBUDGET ACCEPTANCESUB-CONTRACTS

Step 4REQUEST FOR GRANT REIMBURSEMENTFFATA DATA COLLECTION FORM

1-3 of 3

Step 5

Reimbursement List View

Application IDReimbursement IDActivity TypeOrganizationApplication TypeForm completed byStatusInvoice NumberReimbursement Request #Payment AmountGrant BalanceLast ModifiedModified By

2022-889910059Request For Grant ReimbursementSunshine, City ofDWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) programTest Organization Contact 1Draft04/18/2023 04:42PMTest Organization Contact 1

2022-889910060Request For Grant ReimbursementSunshine, City ofDWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) programTest Organization Contact 1Draft04/18/2023 05:07PMTest Organization Contact 1

2022-889910057Request For Grant ReimbursementSunshine, City ofDWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) programKyle BangugSubmitted10001\$100.0004/19/2023 10:25AMTest Organization Contact 3

GMS Reimbursement Process: General Tab

Step 6: Navigate to the **General** tab.

Step 7: Click the **Enter Expenditures** button to begin the reimbursement activity.

A new pop-up window will open.

Note: In this section, fields marked with a red asterisk (*) are required in order to submit for review.

TN Department of Environment & Conservation

Actions

2022-8899 ()

Grant > Activity

GENERAL SUPPORTING DOCUMENTATION CERTIFICATION ACTIVITY SUMMARY ACTIVITY COMMENTS

Step 6

Activity Type: Request For Grant Reimbursement

Status: Draft

Organization: Sunshine, City of

Expenditures and Individual Accountability Report

Reimbursement ID

10066

* Expenditure Report

Enter Expenditures Step 7

Reimbursement Form

Click "Save Draft" to update after entering values in the Expenditures Report

Reimbursement Request Summary

Category	Total Grant Contract Budget	Previously Submitted Grant Contract Expenditures	Current Funds Requested (Amount Due)	Total Grant Contract Expenditures	Contract Balance	Total Grantee Contract Match	Previously Submitted Grantee Match	Current Grantee Match	Total Grantee Match Expenditures	Grantee Match Balance
1.2: Salaries, Benefits & Taxes	\$5,000,000.00	\$1.00	\$0.00	\$1.00	\$4,999,999.00	\$5,000,000.00	\$0.00	\$0.00	\$0.00	\$4,997,006.00
4, 15: Professional Fee, Grant & Award	\$5,000,000.00	\$1,000.00	\$0.00	\$1,000.00	\$4,999,000.00	\$5,000,000.00	\$500.00	\$0.00	\$500.00	\$4,998,500.00
15: Other Non-Personnel	\$5,000,000.00	\$0.00	\$0.00	\$0.00	\$5,000,000.00	\$5,000,000.00	\$700.00	\$0.00	\$700.00	\$4,999,300.00
20: Capital Purchases	\$5,000,000.00	\$0.00	\$0.00	\$0.00	\$5,000,000.00	\$5,000,000.00	\$0.00	\$0.00	\$0.00	\$5,000,000.00
25: GRAND TOTAL	\$20,000,000.00	\$1,001.00	\$0.00	\$1,001.00	\$19,998,999.00	\$20,000,000.00	\$4,200.00	\$0.00	\$4,200.00	\$19,995,806.00

GMS Reimbursement Process: Match Individual Accountability / Equipment Report (IAR)

Step 8: Navigate to the **Match Individual Accountability/ Equipment Report (IAR)**.

Step 9: Enter the match (co-funding) information. To begin entering the details, click the **(+)** under the category of the match:

- In-Kind (Volunteer/Equipment/Land Match)
- Grantee Staff Workforce
- Match Documentation – Professional Fees, Grant Award Costs
- Match Documentation – Capital Purchase Costs

The text fields for entering match details will populate on the screen.

Step 8

Match Individual Accountability/Equipment Report (IAR)

For more information on Co-funding requirements, please see the Implementation Guide.

Match documentation should be uploaded to reimbursements at least quarterly. Match documentation related to In-Kind Labor, Volunteer, Equipment or Land, or for costs that are not related to specific grant-funded procurements available in the below dropdowns, enter in the appropriate sections below.

Upload match documentation in the supporting documentation tab, including "_MATCH" in the file names

***Disclaimer: Please report cumulative totals, per volunteer/employee/equipment. For example- each line item can support x employee for working y hours, or x material at y amount/value. As a grantee, you are required to keep detailed information to support those cumulative totals. Volunteer/Organization name can be reported as a cumulative totals.

Step 9

In-Kind (Volunteer/Equipment/Land Match)

Date	In-Kind Item/Volunteer Name/Land Match	Work or Item Description	Hours/Quantity/If Land-enter 1	Rate of Pay or Value of Item(s) or Land Match (\$)	Gross Pay or Value
Total:					\$0.00

Grantee Staff Workforce

Date	Employee Name	Work Description	Hours	Rate of Pay or Value (\$)	Gross Pay or Value
Total:					\$0.00

Match Documentation - Professional Fees, Grant Award Costs

Match Source	Vendor/Description	Invoice #(s)	Invoice Date(s)	Total Invoice Amount	Amount to Match (\$)
Total:					\$0.00

Match Documentation - Capital Purchase Costs

Match Source	Vendor/Description	Invoice #(s)	Invoice Date(s)	Total Invoice Amount	Amount to Match (\$)
Total:					\$0.00

Save

Clear

GMS Reimbursement Process: Expenditure Report

Step 9: Navigate to the **Expenditure Report**.

Step 10: To begin entering expenditure details, click the **(+)** under the **Procurement** field and options of approved procurements for the grant will appear.

Step 11: For each procurement, complete the requested fields:

- Procurement
- Invoice #
- Invoice Date
- Total Invoice Amount
- Amount Requested for Reimbursement
- Amount of Match (co-funding)

The text fields for entering match details will populate on the screen.

Step 9

Expenditure Report

i

Enter expenditures in the sections below. Reimbursements must be broken down by project and procurement/supplier. Grantees will need to enter multiple line items if the request includes multiple projects or suppliers. To begin entering expenditures, select the dropdown for the Procurement field and options of approved Procurements for the grant will show. The approved procurements are in the form (Project ID – Supplier – Procured Item or Service). Select the approved procurement ID/project to request reimbursement for and complete the details.

Salaries, Benefits Taxes (1,2)

Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
Test Project ID 2, Test		mm/dd/yyyy	\$0.00		

Step 10

+

Calculated Total In-Kind Value from IAR from Grantee Staff Workforce:

Total:

\$0.00

\$0.00

Professional Fees, Grant Award (3,4)

Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)

+

Calculated Total - Match - Professional Fee, Grant and Award:

Total:

\$0.00

\$0.00

Step 11

Note: Co-funding minimums must be satisfied prior to closeout and are reviewed on a grant basis, rather than a project basis. While there is no requirement that co-funding contributions be submitted on each reimbursement request, it's best practice to submit at least quarterly, and co-funding will be reviewed on an incremental basis.

GMS Reimbursement Process: Expenditure Report Cont.

Step 12: Continue completing the requested field for each applicable **Expenditure** field:

- Salaries, Benefits, Taxes (1,2)
- Professional Fees, Grant Award (3,4)
- Other Non-Personnel (18)
- Capital Purchase (20)

The text fields for entering match details will populate on the screen, including the **Grant Total** fields.

Step 13: Click **Save**.

Step 12

Salaries, Benefits Taxes (1,2)

Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
Test Project ID 2: Test		mm/dd/yyyy	\$0.00		
Calculated Total In-Kind Value from IAR from Grantee Staff Workforce:					\$0.00
Total:				\$0.00	\$0.00

Professional Fees, Grant Award (3,4)

Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
Calculated Total - Match - Professional Fee, Grant and Award:					\$0.00
Total:				\$0.00	\$0.00

Other Non-Personnel (18)

Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
Calculated Total - In-Kind (Volunteer/Equipment/Land Match):					\$0.00
Total:				\$0.00	\$0.00

Capital Purchase (20)

Procurement	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
Calculated Total - Match Documentation - Capital Purchase:					\$0.00
Total:				\$0.00	\$0.00

Grand Total

Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
\$0.00	\$0.00	\$0.00

Step 13

Save

Clear

GMS Reimbursement Process: Expenditure Report Cont.

Step 14: Once the expenditures are entered and the summary tables populate, enter **Yes** or **No** for the following questions:

- Does this request include reimbursement for a contract containing construction activities?
- Does this request include reimbursement for project(s) containing construction activities that have already started?
- Does this request exceed 25% of the total project budget?

Step 15: Click **Save Draft**.

▼ Expenditures and Individual Accountability Report

Reimbursement ID

10090

* Expenditure Report

Enter Expenditures

i Project Owners, Grantees or Partners may be required to hold retainage in amount equal to 5% of each invoice for contracts containing construction activities. Please refer to your local policies & Authority to Award to identify if retainage is required. If so, please upload evidence of retainage to the Supporting Documentation tab under "Proof of Payment to Vendor For Each Line Item".

Does this request include reimbursement for a contract containing construction activities?

☐ Yes ☐ No

Step 14

i Projects requesting an initial reimbursement greater than 25% of the total project budget AND include construction already underway, may be required to have a site inspection prior to reimbursement approval.

* Does this request include reimbursement for project(s) containing construction activities that have already started?

☐ Yes ☐ No ☐ N/A (no construction activities included in this request)

Step 15

* Does this request exceed 25% of the total project budget?

☐ Yes ☐ No ☐ N/A (no construction activities included in this request)

NEXT >

Save Draft Submit

GMS Reimbursement Process: Summary Tables

Step 16: In the reimbursement activity, click **Save Draft**. After saving the draft, the *Reimbursement Request Summary Table* will update. This table details the grant budget balance after the reimbursement submittal.

The *Reimbursement Request Project Summary Table* will also update. This table details the individual project's budget balance after the reimbursement submittal.

Reimbursement Request Summary Table

Category	Total Grant Contract Budget	Previously Submitted Grant Contract Expenditures	Current Funds Requested (Amount Due)	Total Grant Contract Expenditures	Contract Balance	Total Grantee Contract Match	Previously Submitted Grantee Match	Current Grantee Match	Total Grantee Match Expenditures	Grantee Match Balance
1,2: Salaries, Benefits & Taxes	\$5,000,000.00	\$0.00	\$500.00	\$500.00	\$4,999,500.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00
4, 15: Professional Fee, Grant & Award	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00

Reimbursement Request Project Summary Table

Project ID	Supplier	Total Supplier Contract Budget	Previously Submitted Supplier Contract Expenditures	Current Funds Requested	Total Supplier Contract Expenditures	Remaining Supplier Contract Balance
DW-IP-1	company	\$500,000.00	\$510.00	\$40,000.00	\$40,510.00	\$459,490.00
Total DW-IP-1 Total		\$500,000.00	\$510.00	\$40,000.00	\$40,510.00	\$459,490.00
SW-CoStd-1	Construction Inc.	\$500,000.00	\$60.00	\$40,000.00	\$40,060.00	\$459,940.00
Total SW-CoStd-1 Total		\$500,000.00	\$60.00	\$40,000.00	\$40,060.00	\$459,940.00
WW-IPD-1	Water Inc.	\$500,000.00	\$624.00	\$5.00	\$629.00	\$499,371.00
Total WW-IPD-1 Total		\$500,000.00	\$624.00	\$5.00	\$629.00	\$499,371.00
Total Grand Total		\$1,500,000.00	\$1,194.00	\$80,005.00	\$81,199.00	\$1,418,801.00

GMS Reimbursement Process: Reimbursement Form

Step 17: Navigate to the **Reimbursement Form** section. Here you will see the *Summary Tables* as described in the previous slide.

Step 18: Enter the **Remit Address** and the **Service Date Period**.

Tip: Be sure to frequently click **“Save Draft”** to ensure progress is not lost.

Reimbursement Form

Step 17

Click "Save Draft" to update after entering values in the Expenditures Report

Reimbursement Request Summary

Category	Total Grant Contract Budget	Previously Submitted Grant Contract Expenditures	Current Funds Released (Amount Due)	Total Grant Contract Expenditures	Contract Balance	Total Grants Contract Match	Previously Submitted Grants Match	Current Grants Match	Total Grants Contract Match	Grants Match Balance
U.S. Science, Research & Innovation	\$0.000,000.00	\$000,011.00	\$0.00	\$000,011.00	\$-4,499,989.00	\$0.000,000.00	\$18,989.00	\$0.00	\$18,989.00	\$4,989,010.00
A. To Operational Res. Grant & Award	\$0.000,000.00	\$0.000.00	\$0.00	\$0.000.00	\$4,997,000.00	\$0.000,000.00	\$0.000.00	\$0.00	\$0.000.00	\$4,997,000.00
10. Other Res. Personnel	\$0.000,000.00	\$10.00	\$0.00	\$10.00	\$-4,999,990.00	\$0.000,000.00	\$80.00	\$0.00	\$80.00	\$4,999,910.00
20. Capital Purchases	\$0.000,000.00	\$000.00	\$0.00	\$000.00	\$-4,499,700.00	\$0.000,000.00	\$0.000.00	\$0.00	\$0.000.00	\$4,499,700.00
10. GRAND TOTAL	\$00,000,000.00	\$000,791.00	\$0.00	\$000,791.00	\$-4,497,200.00	\$00,000,000.00	\$21,349.00	\$0.00	\$21,349.00	\$-4,475,850.00

Reimbursement Request Project Summary

Project ID	Supplier	Total Supplier Contract Budget	Previously Submitted Supplier Contract Expenditures	Current Funds Released	Total Supplier Contract Expenditures	Contract Balance
------------	----------	--------------------------------	---	------------------------	--------------------------------------	------------------

Remit Address

IMPORTANT: If the Remit Address has changed since the last reimbursement request or grant, you must complete this [form](#). If you would like to submit or update information for direct deposit, you must complete this [form](#). For either request, you must mail the ORIGINAL form to the address below. Mark the outside of the envelope "CONFIDENTIAL".

State of Tennessee
Attn: Supplier Maintenance
21st Floor WRS Tennessee Tower
312 Rosa L Parks Ave
Nashville, TN 37243

Expect a minimum of 10-15 business days for processing. Please enter below the date the address was mailed to let the grant program know when a new Remit Address has been submitted to Supplier Maintenance.

Step 18

* Street Address 1:

Street Address 2:

* City:

* State:

* Zip Code:

* Service Date Period

Dates of service covered in this request (Example: xx/xx/xxxx to xx/xx/xxxx)

Save Draft

Submit

NEXT

GMS Reimbursement Process: Supporting Documentation Tab

Step 19: Navigate to the **Supporting Documentation** Tab.

Step 20: Click the **upload** button (📎) to upload the required reimbursement documentation:

- Invoices for expenses
- Documentation for grantee staff workforce, *if in-kind item identified in approved contract*
- Proof of Payment to Vendor for each line item
- Retainage documentation *(if applicable, refer to ATA)*
- Proof of Payment for In-Kind labor

Step 21: Click **Save Draft**.

Note: Invoices are required for all expenses.

2022-8899 ()

Submission Manager > Grant > Activity

Step 19

GENERAL SUPPORTING DOCUMENTATION CERTIFICATION ACTIVITY SUMMARY ACTIVITY COMMENTS INTERNAL

* Invoices for expenses

Required for all expenses.

📎

Documentation for Grantee Staff Workforce

Only necessary if In-Kind Item Identified in Approved Contract.

📎

Step 20

▼ Proof of Payment to Vendor For Each Line Item

Upload one of the following for each contracted payment: Check Register, Copy of Check Issued, Cancelled Check or Credit Card Statement

Upload Proof of Payment:

📎

Upload a copy of the Escrow account statement showing the account balance meeting the 5% retainage requirement has been met.

File Name should be in the format of: Project ID-Escrow Statement-Vendor-Statement Date. File Description should contain the reimbursement request amount followed by the 5% retainage amount (Example: Request \$200,000, Retainage \$10,000)

📎

▼ Proof of Payment for In-Kind Labor

(If applicable) Upload copies of the following: Signed Timesheets, Signed List of Employees, Hours Worked

Upload Proof of In-Kind:

📎

⏪ BACK

Step 21

Save Draft

✔ Submit

Delete

GMS Reimbursement Process: Certification Tab

Step 22: Navigate to the **Certification** tab.

Step 23: Review and check off the **Attestation** to acknowledge understanding.

Step 24: Sign and Date accordingly.

The input of reimbursement details is now complete!

Step 25: Click the **Submit** button and the reimbursement request will be submitted to the TDEC team for review.

TN Department of Environment & Conservation

Home

Actions

2022-8899 ()

Grant > Activity

Step 22

GENERAL SUPPORTING DOCUMENTATION CERTIFICATION ACTIVITY SUMMARY ACTIVITY COMMENTS

Step 23

☒ I certify to the best of my knowledge and belief that the data above is correct, all expenditures were made in accordance with the contract condition, and payment is due and has not been previously requested

* Name

Subrecipient Name

* Title

Subrecipient Title

* Date Signed

05/02/2023

Step 24

Step 25

Save Draft

Submit

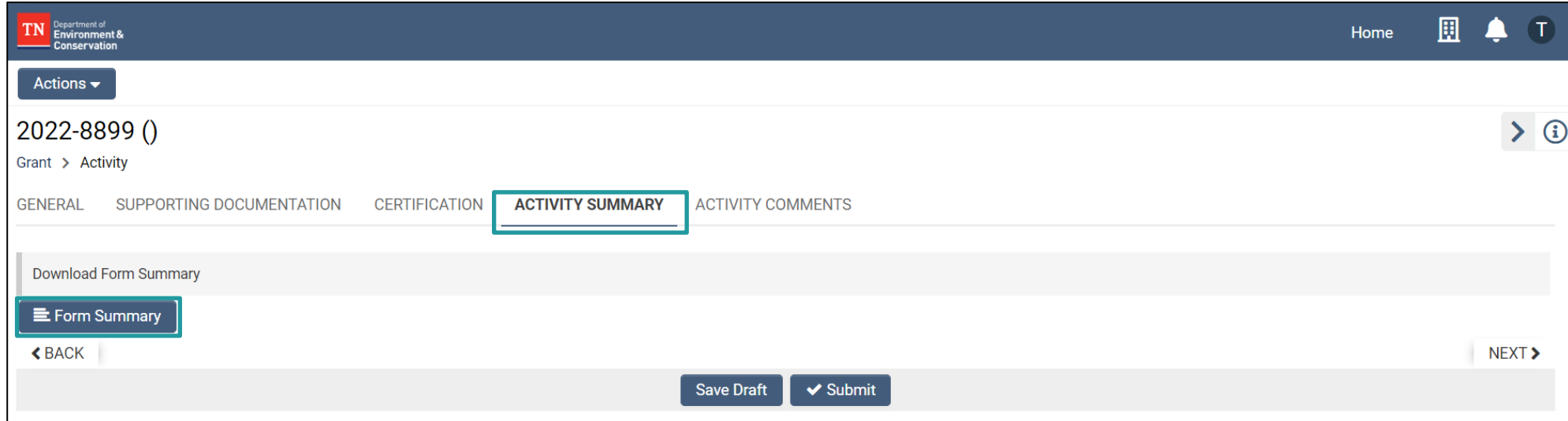
BACK

NEXT

GMS Reimbursement Process: Activity Summary Tab

Tip: To download a summary of the reimbursement form, navigate to the **Activity Summary** tab and click the **Form Summary** button.

A pop-up window with a .pdf summary of the form will appear. Save the document to your computer.



The screenshot displays the 'Activity Summary' tab within the GMS Reimbursement Process. The interface includes a header for the 'Department of Environment & Conservation' with navigation links for 'Home', a grid icon, a bell icon, and a user profile icon. Below the header, there is an 'Actions' dropdown menu. The main content area shows the grant number '2022-8899 ()' and a breadcrumb trail 'Grant > Activity'. A horizontal tab bar contains five tabs: 'GENERAL', 'SUPPORTING DOCUMENTATION', 'CERTIFICATION', 'ACTIVITY SUMMARY' (which is highlighted with a red border), and 'ACTIVITY COMMENTS'. Below the tabs, there is a section titled 'Download Form Summary' with a button labeled 'Form Summary' (highlighted with a red border). At the bottom of the form, there are navigation buttons: 'BACK', 'Save Draft', and 'Submit' (with a checkmark icon). A 'NEXT' button is also visible on the right side.

Process for Requesting Reimbursement Support: Activity Comments

- To connect with the TDEC team on a reimbursement issue, navigate to the **Activity Comments** tab.
- Click the (+) button and additional text fields will populate. Populate the fields and input the question or comment.
- Once finished, click the **“Send Comment/Question to TDEC”** button and the team will be notified. When a response to the inquiry has been entered into this tab, a notification email will be sent to all POCs listed for the grant.
- Communications from the Reviewer(s) relating to status and/or Requests for Information (RFIs) will be sent here.

Note: This feature is only available in the **Draft and Revisions Requested Status**.

GENERAL SUPPORTING DOCUMENTATION CERTIFICATION ACTIVITY SUMMARY **ACTIVITY COMMENTS**

Activity Comments:

If TDEC staff have entered comments regarding this activity, they will appear below.

Questions/Comment/Response

1. Click the "+" button below to enter your comments and questions to TDEC Staff.
2. Once you have entered your information, **click the "Save Draft" or "Save" button.**

NOTE: If you do not click the "Save Draft" or "Save" button, your comment will not be saved.

- 3. Click the "Send Comment/Question to TDEC".

TDEC Staff will review and respond through the same process. You will receive an email notification when a response has been entered.

NOTE: YOU MUST CLICK SAVE BEFORE SENDING YOUR COMMENTS TO TDEC STAFF OR YOUR COMMENT WILL NOT BE SAVED.

Date	Grantee/TDEC Staff	Select Type	Name	Comment/Question/Response
4/26/23	Grantee	Question	Test	How do you request for reimbursement?

+

Relevant File(s)

Send Comment/Question to TDEC

GMS Title VI Training Certification Process

TN

Department of
**Environment &
Conservation**

GMS Title VI Training Certification Process

Note: The **Title VI Training Certification** **only** needs to be completed **once** per grant contract term.

Step 1: Navigate to the **My Applications** tab and click the **Active** tab. Then, identify the ARP Collaborative or Non- Collaborative Grant State Water Infrastructure Grant.

Step 2: Select the application and click **“View”** to begin the **Title VI Training Certification** activity.

TN Department of Environment & Conservation Home [Icons]

Note: Please be sure to submit a request to affiliate with a registered organization before you apply for any grant. Click on the Submit Affiliation Request button.
Current session: You are logged in as Sunshine, City of. To switch your organization click the Switch Organization button on the top right.

For Grants System Help, contact TDEC.Grants@tn.gov. For application questions, please contact the Grant Program Contact listed in the application.Note: It is recommended to use the Firefox browser while accessing the system for optimal performance.

+ Submit Affiliation Request How to Affiliate Tutorial Procurement Guidelines Change Password

Funding Opportunities

1-13 of 13

Opportunity Details

Material Management - Convenience Center Grant
Deadline: 07/01/2023
Deadline Passed

Material Management - Used Oil Grant
Deadline: 07/01/2023
Deadline Passed

DWR-ARP Regionalization Grants State Water Infrastructure Grants (SWIG)
Deadline: 08/08/2023

My Applications Step 1

IN PROGRESS (32) ACTIVE (39) COMPLETED (5)

#	Application ID	Activity Type	Organization	Status	Last Modified	Action
7	2022-8267	DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program	Sunshine, City of	Approved	06/27/2023 03:53PM	View
8	2022-8366	DWR-ARP Non Collaborative Grants State Water Infrastructure Grants (SWIG) program	Sunshine, City of	Approved	06/27/2023 03:53PM	View
9	2019-4854	RES Planning Grant	Sunshine, City of	Approved	06/13/2023 09:12AM	View

Requires Attention

PENDING (0) COMPLETED (0) PROCUREMENTS (PENDING) (86) PROCUREMENTS (SUBMITTED) (75) PROJECTS (68)

#	Application ID	Activity Type	Organization	Status	Last Modified
No matching records found					

GMS Title VI Training Certification Process

Step 3: Click on the **Activities** tab on the left-hand side of the toolbar. (The **Activities** landing page will then open on the screen.)

TN
Department of
Environment &
Conservation

New ▾

Home

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< >

ⓘ

📄

Main

2022-8899 ()

How to Create New Activity

Application Status: Approved

Application ID: 2022-8899 ()

Application Type: DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program

You have \$25.00 remaining out of \$25.00

MANAGE PROCUREMENTS

PURPOSE AND OVERVIEW

TIMELINE, ELIGIBILITY & FUNDING

SELECTION CRITERIA

RESOURCES AND CONTACT

TITLE VI COMPLIANCE

GENERAL INFORMATION

BUDGET AND ATTACHMENTS

GENERAL PROPOSAL INFO

Projects

Procurements can be entered as needed for each project by clicking the Create Procurement button next to the corresponding project.

1-2 of 2

	#	Project ID	Project Name	Status	Total Amount	Total Committed	Total Paid	Total Remaining
Open	1	DW-IP-1	Project 1	Submitted	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Open	2	WW-IPD-1	Waste Water Project 1	Submitted	\$500,000.00	\$0.00	\$0.00	\$500,000.00
					\$600,000.00	\$0.00	\$0.00	\$600,000.00

Procurements

1-12 of 12

	Project ID	Item or Service Procured	Name of Company/Organization Recommended for Awarded	Procurement UID	Activity Type	Status	Budget Amount	Committed Amount	Paid Amount	Remaining Amount
Open	DW-IP-1	Concrete	Concrete Co.	2022-8899-DW-IP-1-PRO33566016	Procurement	Approved	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Open	WW-IPD-1	Water Tower	Water Inc.	2022-8899-WW-IPD-1-PRO33566098	Procurement	Approved	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Open	DW-IP-1	Water Tower	Drinking Water Company	2022-8899-DW-IP-1-PRO33612276	Procurement	Submitted	\$12,000.00			\$12,000.00

Save Draft

NEXT >

GMS Title VI Training Certification Process

Step 4: After the activities page loads, navigate to the **Title VI Training Certification** tab.

Step 5: Create a new **Title VI Training Certification** by clicking the (+) button.

TN Department of Environment & Conservation

Home

New

2022-8899 ()

Step 4

ARP COLLABORATIVE APPLICATION REVIEW

TITLE VI TRAINING CERTIFICATION

REQUEST BUDGET REVISIONS

BUDGET ACCEPTANCE

SUB-CONTRACTS

REQUEST FOR GF

Main

Notes

Activities

8

+

Default

Columns

1-1 of 1

Type

All

Status

All

	Application ID	Activity Type	Report Type	Organization	Application Type	Last Modified	Modified By	Status	Created By	Form completed by	Receipt Number
<input type="checkbox"/>	2022-8899	Title VI Training Certification		Sunshine, City of	DWR-ARP Collaborative Grants State Water Infrastructure Grants (SWIG) program	02/15/2023 03:25PM	Test Organization Contact 3	Draft	Test Organization Contact 3	Test Organization Contact 3	

GMS Title VI Training Certification Process: General Tab

Step 6: Navigate to the **General** tab and click **“Download Title VI Training Certification Form”** button to access the certification form.

The form will then open in a new pop-up window.

Tip: Be sure to frequently click **“Save Draft”** to ensure progress is not lost

The screenshot shows the 'General' tab of the '2022-8899 ()' grant activity. The interface includes a header with the Tennessee Department of Environment & Conservation logo and navigation links. The main content area displays the activity type as 'Title VI Training Certification', status as 'Draft', and organization as 'Sunshine, City of'. A 'Title VI Training Certification' section contains a note about completion frequency and a detailed paragraph about Title VI regulations. A 'Download Title VI Training Certification Form' button is highlighted with a red box. Below this, a 'Step 6' indicator shows the current step in the process. At the bottom, a 'Save Draft' button is highlighted with a red box, and a 'Submit' button is also visible.

TN Department of Environment & Conservation

Home

Actions

2022-8899 ()

Grant > Activity

GENERAL ACTIVITY SUMMARY ACTIVITY COMMENTS

Activity Type: Title VI Training Certification

Status: Draft

Organization: Sunshine, City of

Title VI Training Certification

NOTE: The Title VI Training Certification only needs to be completed **once** per grant contract term.

The Tennessee Department of Environment and Conservation (TDEC) is a recipient of federal financial assistance. Recipients are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964, which bars discrimination on the basis of race, color, or national origin. The Civil Rights Restoration Act of 1987 clarifies that discrimination is prohibited throughout an entire agency if any part of the agency receives federal financial assistance. As a sub-recipient of TDEC's federal funds, you are required to comply with Title VI and related nondiscrimination laws and regulations.

Title VI regulations require sub-recipients to complete Title VI training; your entity must preserve class rosters or comparable evidence of periodic Title VI training for audit purposes. Below, the sub-recipient program supervisor and its Title VI Coordinator (if a different person) must certify the date (**within the last six months**) of their completion of Title VI training, attach a copy of the class roster or certificate of completion from their training, and certify that Title VI training is provided for staff, including new hires. **Note:** if Title VI Coordinator and Supervisor are the SAME PERSON, then only one signature and one evidence of training completion is required.

As one acceptable means of completing Title VI training, your entity may use TDEC's Online Title VI Training Module [video](#) or [powerpoint](#) and retain [Certificates of Completion](#) for staff.

Download Title VI Training Certification Form

Step 6

Upload signed and Dated Title VI Training Certification Form


Save Draft Submit

NEXT >

GMS Title VI Training Certification: Certification Form

Step 7: Download, print, and complete the form. Once completed, upload the form and save the document on the computer. **Step 8** outlines the process for uploading the form into GMS.

Note: *If there is a Title VI coordinator at your location, one of the certificates of completion must be for that individual.*



DEPARTMENT OF ENVIRONMENT AND CONSERVATION
OFFICE OF POLICY AND PLANNING
William R. Snodgrass TN Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, TN 37243
TITLE VI TRAINING CERTIFICATION

Name of entity: _____ Phone number: _____

Type of entity. (choose one): Government/Municipality ☐ Private Business ☐ Non-Profit ☐

Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

The Tennessee Department of Environment and Conservation (TDEC) is a recipient of federal financial assistance. Recipients are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964, which bars discrimination on the basis of race, color, or national origin. The Civil Rights Restoration Act of 1987 clarifies that discrimination is prohibited throughout an entire agency if any part of the agency receives federal financial assistance. As a sub-recipient of TDEC's federal funds, you are required to comply with Title VI and related nondiscrimination laws and regulations.

Title VI regulations require sub-recipients to complete Title VI training; your entity must preserve class rosters or comparable evidence of periodic Title VI training for audit purposes.

Below, the sub-recipient program supervisor and its Title VI Coordinator (if a different person) must certify the date (within the last six months) of their completion of Title VI training, attach a copy of the class roster or certificate of completion from their training, and certify that Title VI training is provided for staff, including new hires.¹

As one acceptable means of completing Title VI training, your entity may use TDEC's online Title VI training module: <https://tdec.tn.gov/title6/index.html> and retain Certificates of Completion for staff.

Declaration of Sub-Recipient Title VI Coordinator: I completed Title VI training on _____ (date), my entity provides Title VI training for staff, including new hires, and to the best of my knowledge and belief the class roster and/or certificates of completion for Title VI training attached are true, correct, and complete.

Printed Name and Title: _____

Signature: _____ Date: _____

Declaration of Sub-Recipient Supervising Authority: I completed Title VI training on _____ (date), my entity provides Title VI training for staff, including new hires, and that the class roster and/or certificates of completion for Title VI training attached are to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Sec. 39-16-702(a)(4), this declaration is made under penalty of perjury.

Printed Name and Title: _____

Signature: _____ Date: _____

¹ If the sub-recipient program supervisor or its Title VI Coordinator is replaced during the contract term, the replacement must take Title VI training and provide evidence of completion to the TDEC grant or loan administering program.
CN-1515

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GMS Title VI Training Certification: General Tab Cont.

Step 8: Click the **upload** button (📁) to upload the signed and dated form.

Step 9: Enter the requested details in the corresponding fields confirming completion:

- Is the preliminary information complete: Name, phone number, type of entity, full address?
- Did Title VI Coordinator and Supervisor provide title, signature, and date?
- Did the Title VI Coordinator and Supervisor complete Title VI training within the last 6 months and attach evidence of that training completion?

The screenshot shows the 'GENERAL' tab of the '2022-8899 ()' form. The header includes the TN Department of Environment & Conservation logo and navigation links for Home, a calendar, a notification bell, and a user profile icon. An 'Actions' dropdown menu is visible. The form contains several sections: a 'Download Title VI Training Certification Form' button; an 'Upload Signed and Dated Title VI Training Certification Form' section with an upload icon and a 'Step 8' label; a text area for 'Upload copies of the certificates of completion or other evidence of completion of Title VI training within the last six months by your entity's Title Vi Coordinator and Supervisor.' with an example text and an upload icon; three required questions marked with red asterisks: 'Is the preliminary information complete: Name, phone number, type of entity, full address?' (labeled 'Step 9'), 'Did Title VI Coordinator and Supervisor provide title, signature, and date?', and 'Did the Title VI Coordinator and Supervisor complete Title VI training within the last 6 months and attach evidence of that training completion?'; and a final text area with an example text and a 'NEXT >' button. At the bottom are 'Save Draft' and 'Submit' buttons.

TN Department of Environment & Conservation

Home

Actions

2022-8899 ()

GENERAL ACTIVITY SUMMARY ACTIVITY COMMENTS

Download Title VI Training Certification Form

Upload Signed and Dated Title VI Training Certification Form

Step 8

Upload copies of the certificates of completion or other evidence of completion of Title VI training within the last six months by your entity's Title Vi Coordinator and Supervisor.

Examples: Dated certificate of completion from TDEC or online Title VI training (TDOT, etc), statement from entity's HR stating that training was held on a specific date in the past six months and the specific person was in attendance.

Step 9

* Is the preliminary information complete: Name, phone number, type of entity, full address?

* Did Title VI Coordinator and Supervisor provide title, signature, and date?

* Did the Title VI Coordinator and Supervisor complete Title VI training within the last 6 months and attach evidence of that training completion?

Examples: Dated certificate of completion from TDEC or online Title VI training (TDOT, etc), statement from entity's HR stating that training was held on a specific date in the past six months and the specific person was in attendance.

NEXT >

Save Draft Submit

GMS Title VI Training Certification: General Tab Cont.

Step 8: Click the **Submit** button and the certification will be submitted to the TDEC team for review.

TN Department of Environment & Conservation

Home

Actions

2022-8899 ()

GENERAL

ACTIVITY SUMMARY

ACTIVITY COMMENTS

Download Title VI Training Certification Form

Upload Signed and Dated Title VI Training Certification Form

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* Is the preliminary information complete: Name, phone number, type of entity, full address?

* Did Title VI Coordinator and Supervisor provide title, signature, and date?

* Did the Title VI Coordinator and Supervisor complete Title VI training within the last 6 months and attach evidence of that training completion?

Examples: Dated certificate of completion from TDEC or online Title VI training (TDOT, etc), statement from entity's HR stating that training was held on a specific date in the past six months and the specific person was in attendance.

Step 8

NEXT

Save Draft

Submit

GMS Process for Site Inspections

Coming Soon!

TN

Department of
**Environment &
Conservation**

GMS Deliverables

Coming Soon!

Additional Resources

TN

Department of
**Environment &
Conservation**

Additional Resources

- Additional guidance relevant to the State Water Infrastructure Grants program and Grants Management System is located on the [TDEC ARP website](#).
- Included below are links to some of the most relevant resources as grantees navigate the procurement and reimbursement processes:
 - [ARP Grant Implementation Guide](#)
 - [About the Grants Management System](#)
 - [System for Award Management](#) (SAM or sam.gov)
- Questions about GMS, procurement or reimbursement processes and guidelines should be directed to tdec.arp@tn.gov. System related questions or issues should be directed to tdec.grants@tn.gov.